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ABSTRACT

A survey was conducted by the Liverpool University Archives in 1982 to identify existing archives services outside the Public Record Office where automation has taken place or is about to take place, and to undertake a preliminary evaluation of the systems used or proposed. The objective of the study was to identify operational systems and those in the planning stages, conduct an evaluation of those systems, and make recommendations for future action. To obtain information: (1) a questionnaire was sent to archives services known to be active in the field; (2) operational systems were visited; and (3) personal interviews were conducted. Three areas were investigated--records management, archival management, and special applications. Findings show significant developments in records management with two new systems for circulation control; however, no general system or package suitable for immediate dissemination for archive management, and no significant systems for internal management systems and indexing tools were found. It is recommended that work in developing and disseminating a data standard should continue, and funds should be sought to carry out a comparative test and evaluation of software packages. The appendices, which make up the major part of the report, contain brief descriptions of the systems identified, together with examples of input and output, and a list of archives services contacted. (JB)

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COMPUTER APPLICATIONS IN ARCHIVES: A SURVEY

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British Library Research and Development Department
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ABSTRACT

A state of the art survey of current computer applications in British archives services outside the Public Record Office. The survey was conducted by Liverpool University Archives Sept-Dec 1982. A summary of previous comparable surveys is given.

The objective was to identify operational systems and those in the planning stage, give some evaluation and recommendations as to future action.

Methodology: questionnaire sent to archives service known to be active in the field, plus personal contact; operational systems were visited.

Findings: (1) records management. Significant new developments were found, both by extension of systems to new organisations and by adoption of new features. These include control of current records, systems held jointly with other departments, systems for records with specialised formats. General appreciation of the value of systems in appraisal was found. Two new systems for circulation control.

(2) archive management (description). There is no general system or package suitable for immediate dissemination. At least 18 computerised systems in use; two systems intend to develop as packages. These are GOS (Museums Documentation Association) and PARCH (Glasgow University Archives). There are important differences in approach. Other important but distinct systems are those being developed by the British Library Department of Manuscripts, and by archives services using standard packages. The most important of these are FAMULUS and STAIRS.

(3) special applications. Systems for internal management are not significant, doubtless because archives services remain small. Otherwise a variety of indexing uses is apparent: location indexes for retrieval, name indexes, indexes of wills and maps. There has been little background work in indexing languages.

Discussion: there is comment on preliminary problems (backlog, availability of support from computer units). Data structure, capture and processing is considered; hardware and access to it (movement to microcomputers, dedicated machines and on-line working is observed). Varieties of output include output by microfiche.

Recommendations are that work in developing and disseminating a data standard should continue and be extended to influence professional training and to reach an internationally acceptable format. Funds should be sought to carry out a comparative test and evaluation of software packages: this would require full-time research staff and technical facilities for a period.

Appendix I consists of brief descriptions of the systems identified, together with examples of input and output.

Appendix II lists archives services contacted with a note of findings.

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COMPUTER APPLICATIONS IN ARCHIVES: A SURVEY

Introduction

Background to the present survey

There have been, in effect, three earlier surveys of computer applications in archives, which covered or referred to events in Britain. The first of these was contained in the proceedings of the international seminar held at Chelwood Gate in 1974 and published as Bell and Roper (1975). At that time considerable effort was made to bring into the arena a computer application which was being pioneered by a local archives service, the East Sussex Record Office. It was in all probability the first such application to be mounted outside the walls of a national archives service, certainly in Britain, and seemed worthy of attention on the international level. Shortly afterwards, Lionel Bell published a survey carried out in 1972, of computer applications in the United Kingdom, which appeared in ADPA (Bell, 1975). This second survey found 15 computer applications in operation at that time, but 6 of these were in the Public Record Office, and 5 should really be regarded as computer programs in support of historical research. Several of them were indexing programs, and the only remaining application which could really be regarded as being directed at archival management was that at the ESRO, mentioned above. That particular system, known ironically as ARCAIC, was an interesting adaptation of one of the bibliographical packages then available, and its promoters deserve honour for their pioneering spirit. It is not to be laid to their charge that the rapid and radical changes which have since occurred in the field of software development have left their pioneering system rather high and dry. The last practical applications of that package are due to be closed down early in 1983, on the introduction of new and incompatible hardware.

The third survey, one which included some foreign work, and which did not attempt to be comprehensive, was that published by Cook (1980).

During 1976 occurred the first attempt in Britain to set up a network of computer users in archives. The Public Record Office had recently set up its system PROSPEC, and it seemed an ideal moment to investigate the possibility of extending this facility to archives offices over the country. An adaptation known as PROSPEC-SA was set up, with aid of support from the Society of Archivists and the British Library (R & D). Ten record offices took part in the initial experiment, and each of these supplied lists which eventually were processed and printed out. The experience so gained revealed that a co-operative system such as PROSPEC-SA was not likely to be of direct benefit for internal archival management. It had great potential value as a means of producing supra-repository finding aids, but if this were to be done a good deal of work would have to be put developing an infrastructure. In particular, a controlled vocabulary or thesaurus would have to be established to back the amalgamated indexes, and probably there was need for a supporting central agency or bureau. In the face of these and other difficulties (including the problem of indirect access to the computer) the experiment was ended before the stage of publication of the results was reached, and the enterprise must now be regarded as suspended.

All the computer applications in archival management, then, which exist or are planned today in Britain, have been originated since 1976, and indeed mostly since 1980. As the following pages will show, there are several of them, and it is clear from the response to the enquiries made in the course of the survey that many more archives services are actively planning the introduction of computer applications. Some of these are proceeding confidently with the task, using such expertise and resources as are available to them, but many more are looking rather anxiously about to see if there is a body of experience or even developed software already in existence which could be brought quickly into use. Most archivists who are in this position are aware of the possible benefits of co-operation, or at least compatibility, and of the dangers of developing disparate, individualistic or incompatible systems without consultation. It is against this background that the idea of the present survey was suggested, and set on foot with the aid of a grant from the British Library (Research and Development Department). Its aim is to find out exactly what has happened in the field of automated archival management in this country, outside the national archives, so that there can be some informed debate and the possibility of concerted planning for the future.

Procedure

The project was established in August 1982, with the appointment of the survey director, and the survey officer took up her duties on 4 September. Field work took thirteen weeks, and survey investigations ceased on 4 December 1982. The draft report was produced for comment in January 1983, and the final version submitted early in January 1983. Additions and amendments suggested by the archives services included in the survey were added during February, and the final text was established on 1 March 1983.

The chief aim of the survey was to identify existing archives services (outside the Public Record Office) where automation has been undertaken, or is imminently about to be undertaken, and to attempt a preliminary evaluation of the system used or proposed. Systems aimed at records management would be included, as well as systems for general archives management or those aimed at specific aspects of archives work (constructing indexes, for example). On the basis of its findings the survey report will attempt to discuss some of the problems which have arisen, and the suitability of the various systems for more general application, or for development in a more general context.

It is intended that the survey report will be produced in consultation with the Computer Applications Committee of the Society of Archivists. Thanks are due to the Chairman of this committee, Mr M Roper.

The recently published reference manual, British Archives (Sheppard and Foster 1982), lists more than 700 archives services (including those of the central government) in operation in the United Kingdom. This figure omits many archives services operated by firms. There is often some difficulty in defining what is strictly an archives service, and in some cases museum services which cover archival or documentary material, or special libraries containing technical papers have presented problems of categorisation. In general, the present report attempts to take a straight-forward view of what an archives service is (a service which administers the archives of its parent organisation, or which manages its records with a view to controlling input to the archives), and to omit reference to services which are outside this, even where relevant computer experience could be observed. For this reason a number of museums with experience of automation have not been included, because it was not clear that they were using their systems, at present, as a means of managing their archive holdings.

The survey team felt that a questionnaire sent indiscriminately to all known archives services would not produce a workable result in the short time available. Instead, a brief questionnaire was sent only to those archivists who were known to be actively interested in computer applications through their participation in discussions on this work. Those who had attended the summer in-service course held by the Society of Archivists at Cambridge in July 1982, or those who had attended any of the meetings of the Methods of Listing working party of the Specialist Repositories Group (of the Society of Archivists), were included in the list. In addition, publicity was sought through the Newsletter of the Society of Archivists, and through the Society's circulation to heads of repositories.

90 questionnaires were sent out, and 81 returned (an excellent result). In a few cases a direct approach was made by telephone to a particular office. In all cases where we found that a computer system was in operation, a visit was arranged, and we are specially grateful to all colleagues who gave time to explain their methods and problems to us. There will inevitably have been a few inadvertant omissions, and to these colleagues we offer our apologies. Time has been very short.

The returns of the questionnaire are tabulated in Appendix II.

Summary of findings

General

In general the expressed purpose of introducing automated systems was to improve the productivity of the existing team, especially in face of the problems of untreated backlog holdings, or of the increasing amount of new accessions. There was no case in which automation had been used or was intended to be used to reduce staff numbers, and in only one case was there a clear and explicit perception that automation would alter methods of working and the nature of office relationships. The offices in which successful systems had been adopted generally felt that their management of the archives had been significantly improved. Apart from ESRO (a special case), there was no case of severe dissatisfaction with an established system, though there were two cases in which financial constraints had restricted or suspended further operation of the system.

1. Records management

The survey in Cook (1980) gave descriptions of two operational systems for records management: those for Dyfed County Council and Tyne and Wear Metropolitan County Council. These systems are still in operation and have both been given improvements and developments in aspects of detail. They can now be regarded as proven. The Dyfed system has the individual characteristic that it has to control records held in three separate repositories, and for this reason is less portable than the ARMS system of Tyne and Wear; but subject to this, both would be suitable for transporting to other organisations.

We found that two other county councils have introduced automated systems for records management: Berkshire and Durham. Both of these demonstrate interesting new features. Berkshire's system MODREC is for the control of movements of both current and non-current records, and so has the advantage that it controls a very large number of transactions. The interesting feature of the system at Durham is that it has been developed from a general operating system for all departments of the county council, and that it is specifically operated in collaboration with another department of the council. It too deals with some classes of current records.

The systems at Dyfed and Durham have specialised aspects which control legal records and the terrier of county property. The highly specialised format of legal records poses particular problems, but these have been overcome. In fact the relatively uniform (even though complicated) nature of legal deeds makes them a natural subject for computerisation.

In addition, the archives departments of two major firms, BP and ICI, use automated systems. BP's is the more ambitious of these, in that it aims at creating a central data base with which all records can be controlled. The ICI system is aimed simply at improving retrieval by means of a KWIC index. Both companies assume a high degree of collaboration between the archives and central filing or registry sections.

All the organisations which have introduced records management systems make the point that an important benefit is in improving appraisal. An accurate and automatic count of the number and frequency of references to records allows an easier and juster assessment of the administrative value of a class.

Chester City Council and Durham County Council operate circulation control systems for records issued from and returned to their records centres. In both cases the system generates reminder and overdue notices and gives statistics of transactions. There are problems in providing a rapid and short description of the users to whom records were issued, and in getting the data input quickly. These problems are probably sufficiently serious to render these systems inappropriate for extension to other authorities, though it should be added that they operate satisfactorily on site. Chester's system has now been operating for five years.

2. Archival management

No archives service has yet succeeded in setting up and using a system for the general management or description of all its holdings. 18 archives services have succeeded in developing workable systems which either provide facilities for the description of specific parts of their holdings (and therefore may be regarded as experimental), or aim at solving a specialised problem. The latter includes systems for office management (provision of location indexes) and systems for generating indexes to specialised classes (indexes of persons, or wills).

In the field of archival description, there are two systems which are being developed or offered as general utility packages. These are the GOS system of the Museums Documentation Association (MDA), and PARCH, the system in process of being developed at Glasgow University Archives (GUA). GOS has been used in several repositories, most notably the archives department of the British Antarctic Survey, and the Greater London Record Office (some versions of it have been used in several museums), and was the systems used to provide practical training at the Society of Archivists' in-service course, Cambridge, 1982. PARCH was also demonstrated at that course, and in a prototype form has been used for some time at Glasgow. The survey team asked the promoters of both of these systems if they would process specimen archival listings. The MDA was able to do this, but the results from Glasgow arrived only at the very last minute, and have possibly not been entirely assimilated. The development of PARCH appears to be proceeding rapidly.

The approach of the sponsors of these two systems differs somewhat. The MDA offer what is in effect a bureau service, and will advise (under the terms of a suitable agreement) on all data processing problems in a member organisation. Generally, these are, as one would expect, museums. Several museums have used the GOS system in contexts which are identical or close to those of archival description, and the MDA has published accounts of these operations in some cases. MDA Information (Oct 1982), for example, includes accounts of computerised records (meaning records of objects) at the Science Museum, the Hunterian Museum, and the National Army Museum, as well as discussing associated problems such as data processing, subject classification and bibliographical work. At a meeting in July 1982, at which the question of extending GOS further into archival work was discussed, 8 museums (all with archival interests) were represented. The MDA's main development effort (as far as GOS is concerned) is at present directed to developing a highly portable package for use with microcomputers.

The bureau approach is one which should excite interest among archivists, most of whom do not intend to acquire complex new technical skills, and who might therefore welcome the chance to delegate the technical aspects (both design and processing) to specialists. The drawbacks are (a) the need to provide a regular subscription to the bureau (i.e. a recurrent as well as a capital expenditure to support the system), and (b) the acceptance of an external agency as an essential part of the professional team. The existence of MDA as an organised entity with considerable expertise illustrates the need for some continuing central support service. Hitherto, no such service has been available to archivists in Britain.

By contrast, GUA intends to continue developing PARCH as a flexible and sophisticated system designed from the beginning as a system for archival description. The intention is that it should be available both on mainframe and microcomputers, and since it is written in the most widely available language (FORTRAN 77) it should be easily portable. Beyond general advice, GUA would not offer bureau or supporting services, but is directing its research effort into refining the package.

The system being developed at the Department of Manuscripts of the British Library is one which should excite interest. It is designed specifically for archival description, though naturally with the BLDM's particular methods and problems in mind. The development staff have adopted an open-minded approach and it is probable that when this system is operational (perhaps by early 1984) it will prove attractive as a package for wider use.

Archives services which are not using either GOS or PARCH have tended to try out one of the commercial packages. By far the most popular is FAMULUS, a package originally designed for small-scale bibliographical work, but which is widely available and which has undergone considerable development. We have identified four archives services which are using it, and in addition it is the system used for giving initial training in ADP to student archivists at Liverpool University. Useful experience in using this package for archival description has been built up, for example, at the Modern Records Centre at the University of Warwick, and at the archives department of the Rutherford Appleton Laboratory.

Other commercial packages are STAIRS (useful experience at the House of Lords Record Office, now unhappily suspended for financial reasons) and STATUS (often mentioned as a likely future development, but up to now with no archival experience). Several other packages have been used, often with a good deal of ingenuity. These include packages for stock control (BP), market research (Berkshire), data base management, and soil analysis (WSRO). Manufacturers' software has proved useful also (Warwick, SHARO, Routledge Associates). ASSASSIN has also attracted interest.

There has been no comparative testing of packages for their power or suitability in an archive context, nor has there been any practical step towards planning a user network.

3. Special applications

Some of the more specialised computer applications deserve a mention at this stage. Systems for the internal management of the archives office include the location index system at Durham Record Office, though none approaches the sophistication of the records management systems. Few archives services in Britain are big enough to make it worthwhile. On the other hand, many archivists have concentrated on developing computerised indexes. The BP central searchable index (to its main data base) should be mentioned, together with KWIC indexes at ICI and Rutherford Appleton Laboratory. The personal names index at the National Register of Archives is sui generis, but indexes of names and places are operational at several places (e.g. South Humberside, GLC, BAS). The indexing of wills at Berkshire and WSRO indicate a useful specialised application which has considerable potential. There are indexes of maps at BAS and some museums.

We have found no evidence of interest in the administration or conservation of machine-readable archives. Outside central government and the Survey Data Archive at the University of Essex this is not yet perceived as a pressing problem.

In a few cases the possibility of using archival administrative systems to control a conservation programme was noted, but there is no example where this aspect is actually in operation on any scale.

Discussion

In this section we attempt a discussion and evaluation of the problems encountered in setting up a computerised system for archival description.

1. Preliminary problems.

The most general problem is that of unprocessed backlog. Where an archives service holds a large quantity of material which has been listed under obsolete methodologies, or where there is material which has not been listed at all,or not sufficiently listed, means must be found to process this mass of data. This need adds considerably to the initial investment necessary. There are two possible approaches to a solution:
(a) introducing a new system to run parallel to the old. This involves a dual set of finding aids, and does nothing to improve retrieval of the original accumulation.
(b) bringing in additional temporary labour. This solution has been adopted by several archives services, using the facilities of the Manpower Services Commission (Durham, GLC,NWSA). Of course this has often been done to cope with the same problem in manual systems.

A second general problem is that of establishing a relationship with a computer service. Most of the archives services represented in the survey have access to the computing service of their employing body. In some cases this service is rather remote (NRA), or is not active in promoting suitable programs. In the most successful cases there is a close relationship, in which the computer staff have been active in giving support. MDA and GUA have qualified programming staff of their own. There is one case where an archivist has done his own programming and has configured his system for an independent microcomputer. It is clear that it is not possible to purchase and instal a software package without some local programming support.

There is one case (WSRO) where the active interest and support of users has been exploited.

Other useful applications observed include systems to produce a mailing list (Dyfed, Warwick), and for housekeeping or statistical information (Tyne/Wear, Warwick, SHARO). Little interest was shown generally in the use of computers for archives office management.

The need to retrain or reorientate existing staff does not emerge as an important problem. Conversely, possible changes in staff attitudes do not seem to be regarded as potential benefits of the introduction of automated systems.

2. Data structure.

The Methods of Listing working party has been at work at constructing a general data standard, and the draft of this has been exposed to discussion on several occasions, though it has not yet been formally published. Consequently it has not been consciously considered by more than a very few of the archives services in the survey. The existence of MARC formats was acknowledged in two cases, but this was not widely appreciated, nor did these formats appear to be regarded as helpful in solving problems of data structure. Approaches to the solution of these problems and to the design of archival descriptions has varied, as has the character of the archival material described. The British Library has undertaken a full-scale analysis both of its methodology and of the structure of its catalogues. In other cases there has been a decision to use the computer to produce lists resembling those produced manually in the past, and to continue a uniform series.

Such discussion as there has been of the problems of archive data structure has tended to be rather abstract, and to produce relatively complex models. Our survey has shown, however, that operational systems tend to simplify, and reduce the number of fields actually used (e.g.Warwick).

There are three cases which should be picked out:
(i) special formats, usually rather complex, designed to provide for the description of particular record classes, eg legal deeds in a terrier;
(ii) the identification of index terms, by tagging, creation of index fields, stoplists and thesauri. Although there are examples of some of these in the survey, this is probably the area of least sophistication;
(iii) two- or three- level lists in which there is a headnote, or general description of the class, followed by entries listing individual components of the class. The question of how to incorporate these different levels has been particularly considered at BAS and Imperial College. There is a need to increase flexibility in listing at the different levels, and archivista must be able to list at more than three levels if they need to. An example might be an archive description which includes an administrative history, class description, item list and index. No system yet promises to produce all these from one input.

3. Data capture and processing.

Since most of the systems in the survey were designed for batch mode working, most archives services have drawn up data capture or input forms. In most cases there has been little or no change in the office systems which lie behind the completion of these. In fact the British Library explicitly decided to make no change in the patterns of work of the professional staff. In another case, the inevitable changes which have occurred to clerical staff and clerical methods have spilled over into the professional field. This is Routledge Associates, where data is input directly by professionals, who then carry out editing and verifying functions directly, interactively. In this case there is also an emphasis on teamwork which is still unusual.

There are several cases where data input stationery is completed by both professional and clerical staff and then used as the main record of a transaction pending the return of printout from a central computer.

At BAS and GLCRO the printed cards designed by MDA are used as input data forms; in the case of BAS these have been designed specifically for archives. At Durham RO data entry is done by means of a formatted VDU screen. At Dyfed and the Rutherford Appleton Laboratory a data entry machine using a data input program and magnetic tape cassettes are used. Other methods employed include floppy disks prepared through a microcomputer and sent through the post, direct lines, and a telephone link. Two or three services still employ punched cards, either by punching in-house, or by using agency services.

GOS and PARCH both provide a system of prompts. This is because there is a strong element of staff retraining in their general objectives. It was certainly found at the Cambridge in-service course that prompting was highly suitable for initiating archivists to the inputting of data to computers. Unfortunately, prompts rapidly become redundant when experienced staff are used. Unless there is a means of easily switching them off, the formatted screen approach is likely to be more appropriate.

The general tendency away from batch to interactive modes is clear and to be welcomed. Most of the difficulties perceived by archivists in the earlier automated systems were centred on the problem of communicating with the machine.

4. Hardware.

Mainframe computers used are those operated by central computing services. There is no particular pattern to be observed in these, nor does it appear that any make of computer encountered presented a problem for archivists. ESRO reported that new hardware was incompatible with its system, but it is presumed that this difficulty was essentially a software one.

Eight archives services use microcomputers, and there is a clear tendency towards introducing these, in most cases to act as terminals. Three archives services possess dedicated hardware (VDU or microcomputer terminal) in their own office, and two others use terminals provided by their employing authority for general use.

Data input hardware employed includes OCR (optical character recognition) and DDE (direct data entry, i.e. on preformatted magnetic tape cassettes). Formatted screen display on a microcomputer is probably the most advanced method of data entry encountered. The work of checking text and amending errors remains the most onerous, and in at least one important case (BLDM) one of the main objectives of the new system is to reduce proofreading time.

Current hardware development promises to alleviate or solve the two other main problems in archival automation: the bulk of storage needed, and easy access to the system from work stations remote from the computer. Hard disks are visualised in one specific case, though they are not in use anywhere at present.

5. On-line systems.

Although nearly all the systems observed are now, or have been derived from, based on batch-mode working, there is a clear tendency towards developing on-line capability. Eight archives services are now working on-line, and another is progressing to it. Since most of the problems encountered in early computerised systems have been concentrated on the input and verification of data in batch-mode systems, it is a hopeful sign that on-line facilities are growing so rapidly. Certainly no new system would now be designed which did not assume an interactive connexion with the computer.

If data is to be input on-line, it is natural to ask if the system can sustain interactive searching. Five operational systems do provide searching: BP, GUA, House of Lords RO, and SHARO; Durham can also operate a simple search, but this is by adapting an operating procedure. St John's College can also carry out a search, but not interactively. MRC Warwick does not propose to give users interactive searching facilities but has had the idea of using as a searchroom finding aid the printout results of a variety of predicted searches.

Three systems provide for access at multiple sites, but there has been no observable tendency towards favouring a plan for future networks.

6. Output.

It has already been remarked that several archives services specify that computer finding aids should be uniform with previously produced manual finding aids. The development of search facilities will naturally erode this position, but there is at present no apparent consciousness of this. Indeed the three cases where it is proposed to use the computer as a means of publishing accessions registers as a form of summary guide suggest that archivists are still unwilling to analyze their finding aid policy radically enough.

Four systems however show that the ability of the computer to provide a great variety of outputs from the same data has been appreciated. The most ambitious of these are at Durham and SHARO. Among the outputs proposed at the latter are (apart from the summary guide), indexes of titles of records, sources (provenance) of archives, lists of receipts (accessions), a shelf list, and a concordance of old and new reference codes.

Experiments at two archives offices show that in some cases it may be difficult to provide index or listing output in strict alphabetical order, at the level of second or later sorting characters. Special programming adaptation may be necessary to correct this.

There are still a number of systems which restrict printout to upper-case characters only. In view of the widespread development of two-case systems, this now seems an unfortunate restriction. Word-processors are used for output in four systems. There is a general appreciation that output should be publishable.

Output in microfiche form is visualised in four cases, at least one of these being as a formally published item, handled by a commercial publishing house.

Conclusions and recommendations

It is clear that the development of practical automated systems for records and archives management, on a scale suitable for smaller archives offices, has now arrived, and is about to expand rapidly. Archivists who have embarked on it have found that if they have proper support from their central computing services, it is not too difficult to find a workable system. This has usually been by adopting a predesigned commercial package, or by using local programming talent. Relatively little thought has yet been given to the analysis of data structure or to the redesigning of management systems or staff attitudes within the office. There has been no consideration of the possibilities of networking, nor, of course, is there a national forum in which these possibilities could be considered.

The next step is to seek resources to complete work on a data standard for archival description, and to carry out a comparative study of the suitability of software packages.

A great deal of voluntary work has been and is being put into the completion of the draft data standard, by members of the Methods of Listing working party. It is to be hoped that this work will continue, particularly since the success of the standard eventually will depend greatly on its dissemination throughout the profession. A good way of doing this is by involving individuals in the work, and by encouraging those individuals to discuss their progress and problems in the various professional fora open to them. It will be necessary to extend dissemination of the data standard in professional training. It is likely that some specific research input will be needed before the data standard can reach a final stage of acceptance, particularly if it is to be published in an internationally compatible form; indeed it is likely that full-time professional research input will be needed before a satisfactory data standard can be achieved.

The comparative testing of software packages will also need full-time research staff with access to computer facilities and technical support. Funds should now be sought to carry out this work, which is urgent.

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It is also a pleasant duty to record the support received from the British Library Research and Development Department, who funded the survey, and from Margaret O'Hare and Richard Snelling in particular.

Rachel Bartle, Michael Cook

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APPENDIX: SUMMARY DESCRIPTIONS OF OPERATIONAL SYSTEMS

In the following sequence of brief descriptions, the entries are arranged under the name of the institution in which they operate. Institutions are listed alphabetically.

The aim in this section is to give sufficient information to allow readers to gain a preliminary impression of the way in which the system works, its implications in terms of staffing, equipment and procedures, the kind of output it produces, and some idea of its strengths and weaknesses. The survey staff are indebted to the various offices and institutions for their very full and willing co-operation in supplying information and access, and would wish to emphasise that any criticism, implied or explicit, is offered in a constructive spirit.

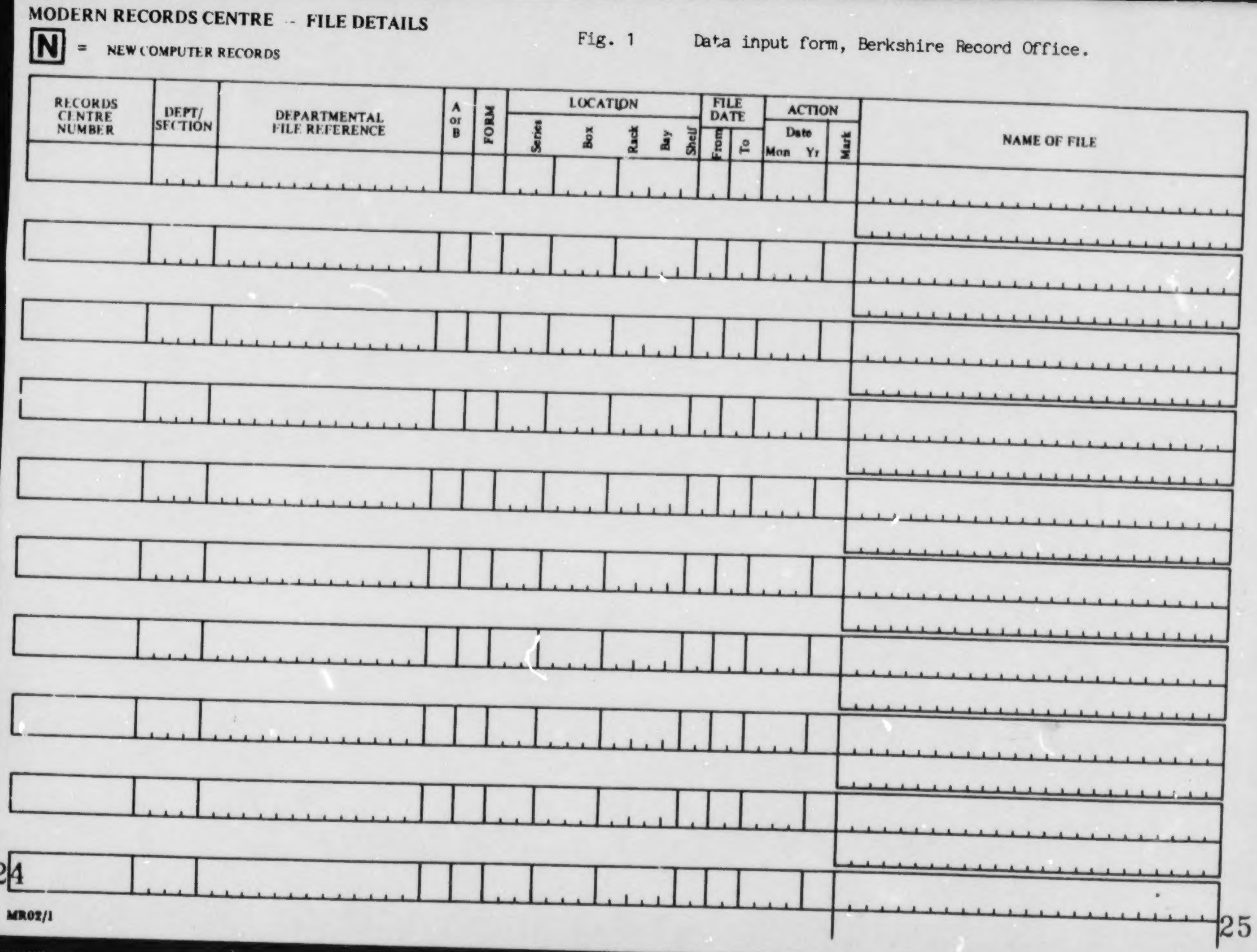
BERKSHIRE COUNTY RECORD OFFICE

This record office started work in March 1982 on the development of two computer applications and expects that the systems will become operational at the end of 1983.

1. The first application will be a system to control the circulation of records in the Modern Records Centre. Unlike previous systems for records management (Tyne and Wear, Dyfed), this attempts to control the movement of current, as well as semi- or non-current, records. Named MODREC, the system has been developed by members of the County Council staff in consultation with the Modern Records Officer. It is expected that the dataset will amount to a total of about 120,000 documentary files, and that there will be up to 200 movements of these files each day. Approximately 2000 documentary files are likely to be on issue at any one time. A record of the use made of these documentary files will be built up, and this will help the Modern Records Officer in correcting judgements made in the retention schedules, and to enter revised action dates for review or destruction of records.

At present the office is busy generating the computer master-file containing details of all the documentary files which are to be included in the system. An example of the input form employed is given below (Fig.1). Each county council department continues to use references peculiar to itself, and these are retained within a framework of codes for departments and sections allocated by the Records Centre. The inevitable disparity between the references of different departments means that each documentary file must be given a unique number. This is generated automatically and used as an identifier for documents issued and returned. Prints of this 'Records Centre Number' are provided so that they can be manually attached to the proper column of the input form. The same numbers are printed on sticky labels, and

Fig. 1 Data input form, Berkshire Record Office.



MODERN RECORDS CENTRE – FILE DETAILS

N = NEW COMPUTER RECORDS

RECORDS CENTRE NUMBER	DEPT/ SECTION	DEPARTMENTAL FILE REFERENCE	A or B	FORM	LOCATION					FILE DATE		ACTION		NAME OF FILE
					Series	Box	Rack	Bay	Shelf	From	To	Date Mon Yr	Mark	

MR02/1

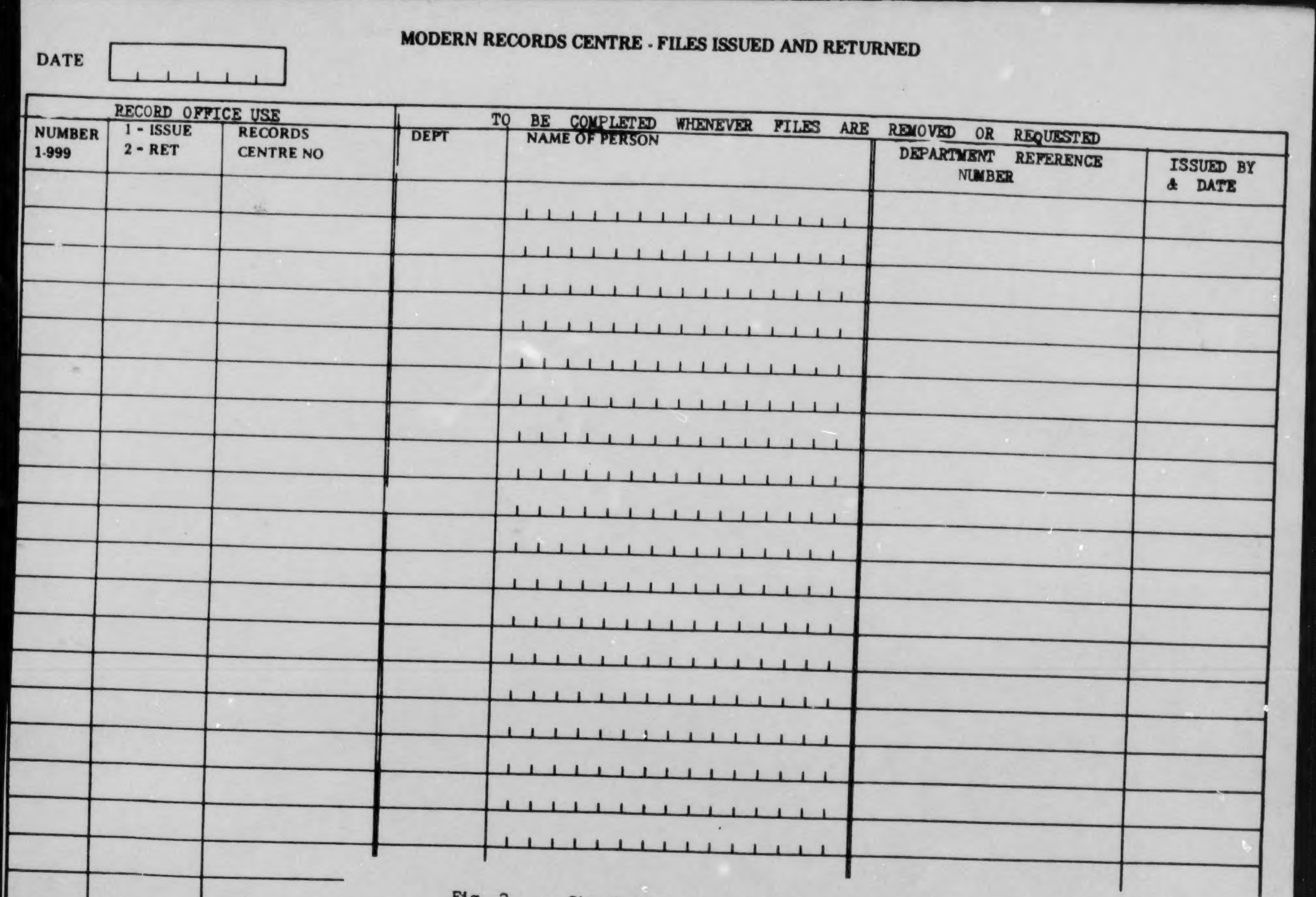
these are stuck on to the folder of the relevant documentary file.

The master-file is known as FILEDETAILS, and contains the following data:

Field label	Contents
Records Centre Number	Unique number counted serially from 1. Maximum 7 characters.
Department & Section	A 4-character code (2 numeric,2 alphabetic).
Departmental file reference	Maximum 14 characters.
Departmental file reference (packed)	Maximum 14 characters. The system processes the departmental file reference, removing idle characters such as spaces, punctuation, etc, so that it can be used as a sort key.
Current/non-current	1 character: A denotes current, B a semi-current or non-current documentary file.
Location: Series	2 numeric characters
Box	4 " "
Rack	2 " "
Bay	2 " "
Shelf	1 " "
Date from	2 " "
to	2 " " (not present for current documentary files)
Action date	4 numeric characters (year/month)
Action marker	R = review, D = destroy, P = preserve.
Name of documentary file	24 characters on each of two lines.
Number of issues per year	These fields will be completed automatically over a sequence of years and recorded on FILE DETAILS when documentary files are issued.
Last date file issued	

Amendments to any of the data elements can be made by completing an amendment form. If a Records Centre Number is found to be invalid, the whole record must be re-entered with the correct number. After any amendment, FILEDETAILS is printed out in Records Centre Number order. Individual records can also be printed out if required.

All issues and returns of documentary files in any one day are recorded on form MR 03/1 (Fig.2). In the left-hand column a number between 1 and 999 is entered manually, and this serves to establish the correct sequence. The last two fields on the form are not entered into the computer. The records centre normally makes enquiries about documentary files which have been on issue for one or two months, and these are definitely considered to be overdue at three months. In cases where departments need to keep



MODERN RECORDS CENTRE - FILES ISSUED AND RETURNED

DATE

RECORD OFFICE USE			TO BE COMPLETED WHENEVER FILES ARE REMOVED OR REQUESTED			
NUMBER 1-999	1 - ISSUE 2 - RET	RECORDS CENTRE NO	DEPT	NAME OF PERSON	DEPARTMENT REFERENCE NUMBER	ISSUED BY & DATE

MR03/1 27

Fig. 2 Circulation control input, Berkshire Record Office.

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out documentary files for longer than this, form MR 03/2 (Fig.3) is used to extend the permitted term: the Records Centre Number must be known for this entry to be made. Information on the issue and return of documentary files is input daily to a second computer file called FILESOUT. This contains the following:

Field label	Contents
Records Centre Number	7 alphabetical characters
Departmental reference (packed)	Maximum 14 characters
Department/Section	4-character code
[These two fields are automatically completed from FILE DETAILS]	
Department/Section to which issued	4-character code
Person to whom issued	14 characters
Date of issue	6 numeric characters
Extended date	4 numeric characters (month/year)

In order to help the records centre staff to locate documentary files which may not have been replaced on the shelves, a daily printout of amendments to FILESOUT is produced. An example is given in Fig.4. For every documentary file issued, FILEDETAILS will also be updated with the latest date of issue, and the count of the number of issues made in the appropriate year will be increased by one.

Outputs include a daily listing of documentary files which are out on issue, sorted into Departmental Reference codes within Department/Section codes. This printout, resembling Fig.4 in field layout, is issued on two-part paper, so that the relevant copy can be circulated to each department. The notice 'Overdue' (O/DUE) is printed if the time elapsed since the last date issued or the date extended is equal to or greater than three months. There are also indications (one or two asterisks) if the elapsed date is one or two months. FILEDETAILS is automatically accessed to obtain Departmental Reference codes, name of documentary file, dates from and to, and current/non-current code. At the end of the run a count is made of all documentary files on issue to each Department.

By completing form MR 04/1 (Fig.5) the records centre staff can obtain a variety of catalogue printouts, the data selected from FILEDETAILS being selected on the basis of this request form. For example, a regularly updated master file of all records belonging to a department can be printed on two-part paper, enabling a copy to be sent to the departments in question. Printouts may also be ordered with listings under action dates from [first date] to [second date]. Eventually on-line access is expected.

2. The second computer application at Berkshire is a project for producing an index of wills. 35,000 original wills were

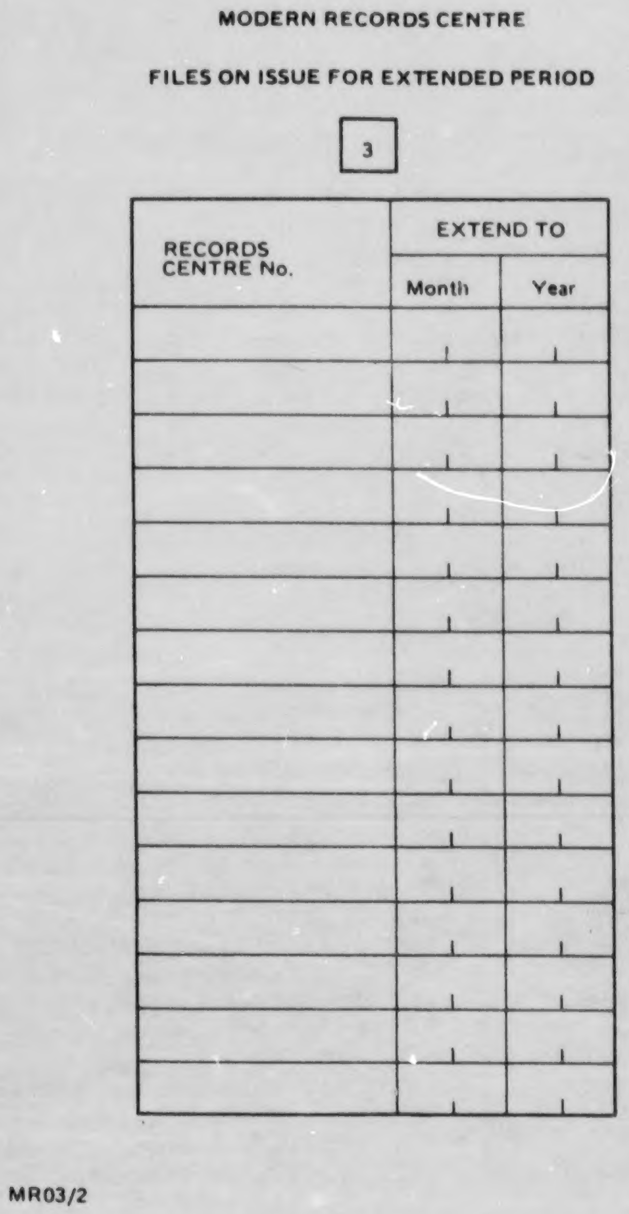


Fig. 3 Extended loans input form, Berkshire Record Office.

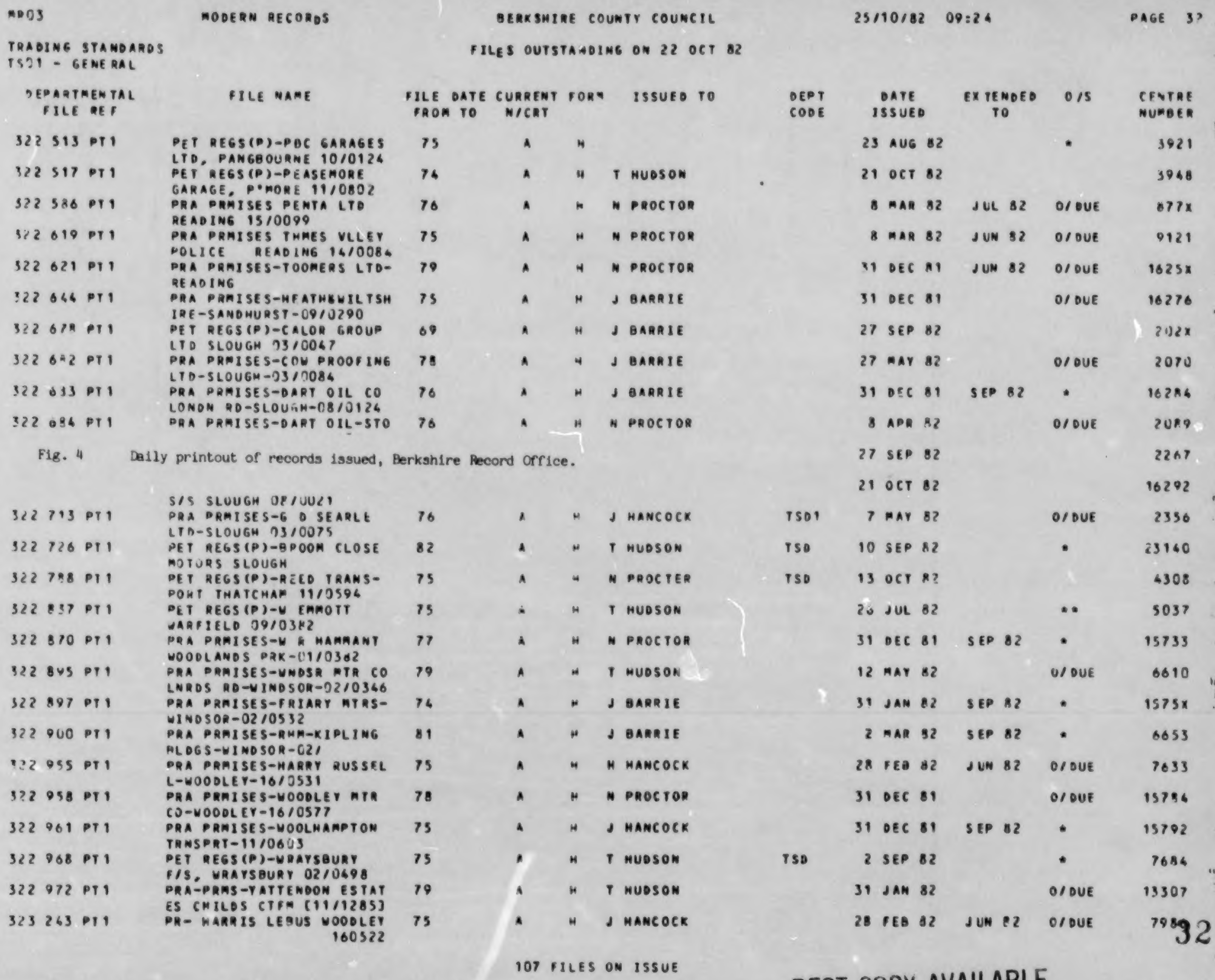
MODERN RECORDS CENTRE

FILES ON ISSUE FOR EXTENDED PERIOD

3

RECORDS CENTRE No.	EXTEND TO	
	Month	Year

MR03/2



```
MP03          MODERN RECORDS          BERKSHIRE COUNTY COUNCIL          25/10/82  09:24          PAGE  32

TRADING STANDARDS                     FILES OUTSTANDING ON 22 OCT 82
TS01 - GENERAL

 DEPARTMENTAL         FILE NAME             FILE DATE CURRENT FORM   ISSUED TO       DEPT    DATE     EXTENDED   O/S     CENTRE
  FILE REF                                  FROM TO    N/CRT                         CODE   ISSUED       TO              NUMBER

322 513 PT1   PET REGS(P)-PBC GARAGES     75          A       H                            23 AUG 82               *        3921
              LTD, PANGBOURNE 10/0124
322 517 PT1   PET REGS(P)-PEASEMORE       74          A       H   T HUDSON                 21 OCT 82                        3948
              GARAGE, P'MORE 11/0802
322 586 PT1   PRA PRMISES PENTA LTD       76          A       H   N PROCTOR                 8 MAR 82   JUL 82   O/DUE       877X
              READING 15/0099
322 619 PT1   PRA PRMISES THMES VLLEY     75          A       H   N PROCTOR                 8 MAR 82   JUN 82   O/DUE       9121
              POLICE   READING 14/0084
322 621 PT1   PRA PRMISES-TOOMERS LTD-    79          A       H   N PROCTOR                31 DEC 81   JUN 82   O/DUE      1625X
              READING
322 644 PT1   PRA PRMISES-HEATH&WILTSH    75          A       H   J BARRIE                 31 DEC 81            O/DUE      16276
              IRE-SANDHURST-09/0290
322 678 PT1   PET REGS(P)-CALOR GROUP     69          A       H   J BARRIE                 27 SEP 82                        202X
              LTD SLOUGH 03/0047
322 682 PT1   PRA PRMISES-COW PROOFING    78          A       H   J BARRIE                 27 MAY 82            O/DUE       2070
              LTD-SLOUGH-03/0084
322 683 PT1   PRA PRMISES-DART OIL CO     76          A       H   J BARRIE                 31 DEC 81   SEP 82     *        16284
              LONDON RD-SLOUGH-08/0124
322 684 PT1   PRA PRMISES-DART OIL-STO    76          A       H   N PROCTOR                 8 APR 82            O/DUE       2089
                                                                                           27 SEP 82                        2267
                                                                                           21 OCT 82                       16292
              S/S SLOUGH 08/0021
322 713 PT1   PRA PRMISES-G D SEARLE      76          A       H   J HANCOCK         TSD1    7 MAY 82            O/DUE       2356
              LTD-SLOUGH 03/0075
322 726 PT1   PET REGS(P)-BROOM CLOSE     82          A       H   T HUDSON          TSD    10 SEP 82              *        23140
              MOTORS SLOUGH
322 788 PT1   PET REGS(P)-REED TRANS-     75          A       H   N PROCTER         TSD    13 OCT 82                        4308
              PORT THATCHAM 11/0594
322 837 PT1   PET REGS(P)-W EMMOTT        75          A       H   T HUDSON                 26 JUL 82              **        5037
              WARFIELD 09/0382
322 870 PT1   PRA PRMISES-W & HAMMANT     77          A       H   N PROCTOR                31 DEC 81   SEP 82     *        15733
              WOODLANDS PRK-01/0362
322 895 PT1   PRA PRMISES-WNDSR MTR CO    79          A       H   T HUDSON                 12 MAY 82            O/DUE       6610
              LNRDS RD-WINDSOR-02/0346
322 897 PT1   PRA PRMISES-FRIARY MTRS-    74          A       H   J BARRIE                 31 JAN 82   SEP 82     *         1575X
              WINDSOR-02/0532
322 900 PT1   PRA PRMISES-RMM-KIPLING     81          A       H   J BARRIE                  2 MAR 82   SEP 82     *         6653
              BLDGS-WINDSOR-02/
322 955 PT1   PRA PRMISES-HARRY RUSSEL    75          A       H   H HANCOCK                28 FEB 82   JUN 82   O/DUE       7633
              L-WOODLEY-16/0531
322 958 PT1   PRA PRMISES-WOODLEY MTR     78          A       H   N PROCTOR                31 DEC 81            O/DUE      15784
              CO-WOODLEY-16/0577
322 961 PT1   PRA PRMISES-WOOLHAMPTON     75          A       H   J HANCOCK                31 DEC 81   SEP 82     *        15792
              TRNSPRT-11/0603
322 968 PT1   PET REGS(P)-WRAYSBURY       75          A       H   T HUDSON          TSD     2 SEP 82              *         7684
              F/S, WRAYSBURY 02/0498
322 972 PT1   PRA-PRMS-YATTENDON ESTAT    79          A       H   T HUDSON                 31 JAN 82            O/DUE      13307
              ES CHILDS CTFM [11/1285]
323 243 PT1   PR- HARRIS LEBUS WOODLEY    75          A       H   J HANCOCK                28 FEB 82   JUN 82   O/DUE       798
                                160522

                                              107 FILES ON ISSUE
```

Fig. 4   Daily printout of records issued, Berkshire Record Office.

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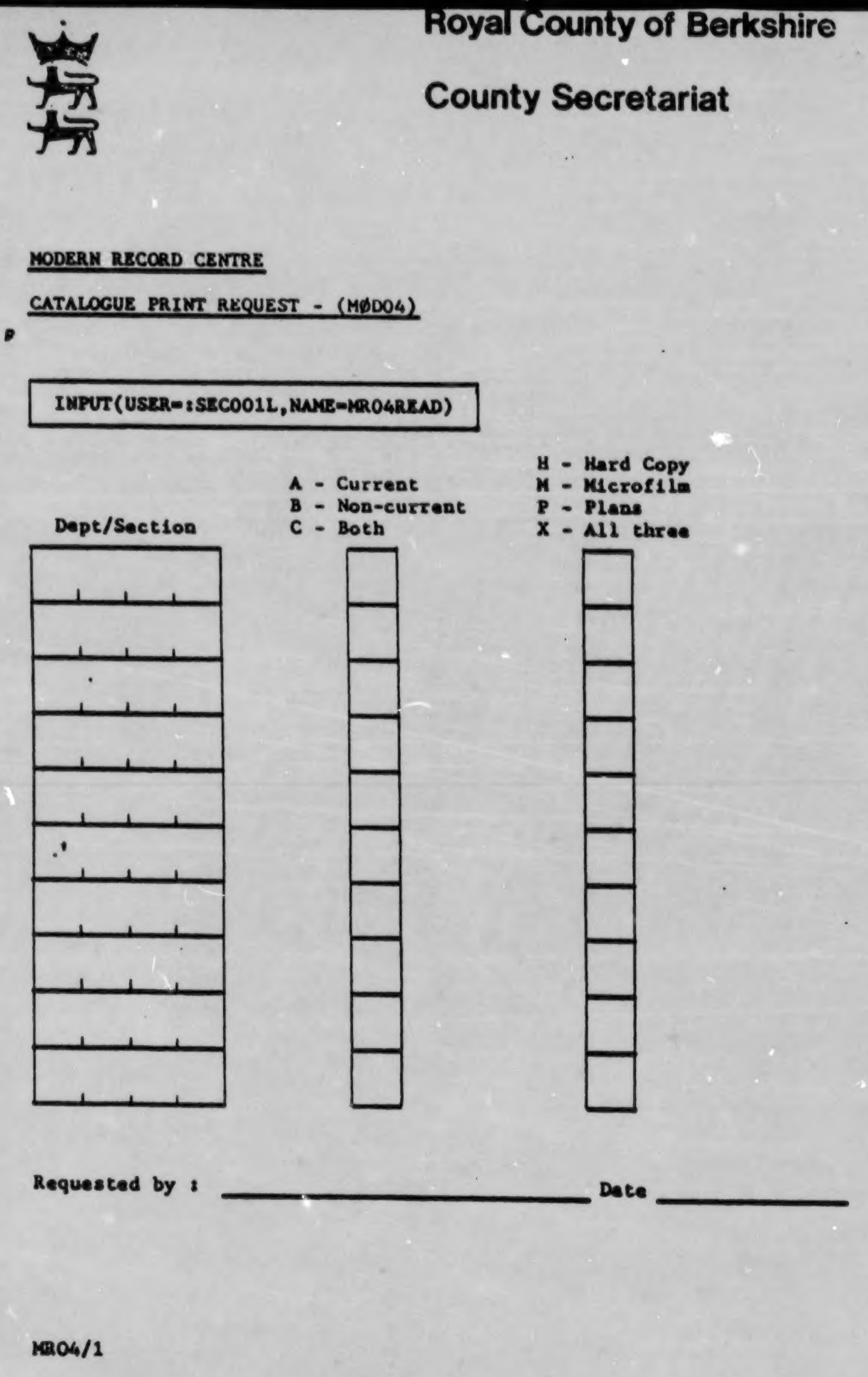


Royal County of Berkshire

County Secretariat

MODERN RECORD CENTRE

CATALOGUE PRINT REQUEST - (M0D04)

INPUT(USER=:SEC001L,NAME=MR04READ)

A - Current
B - Non-current
C - Both

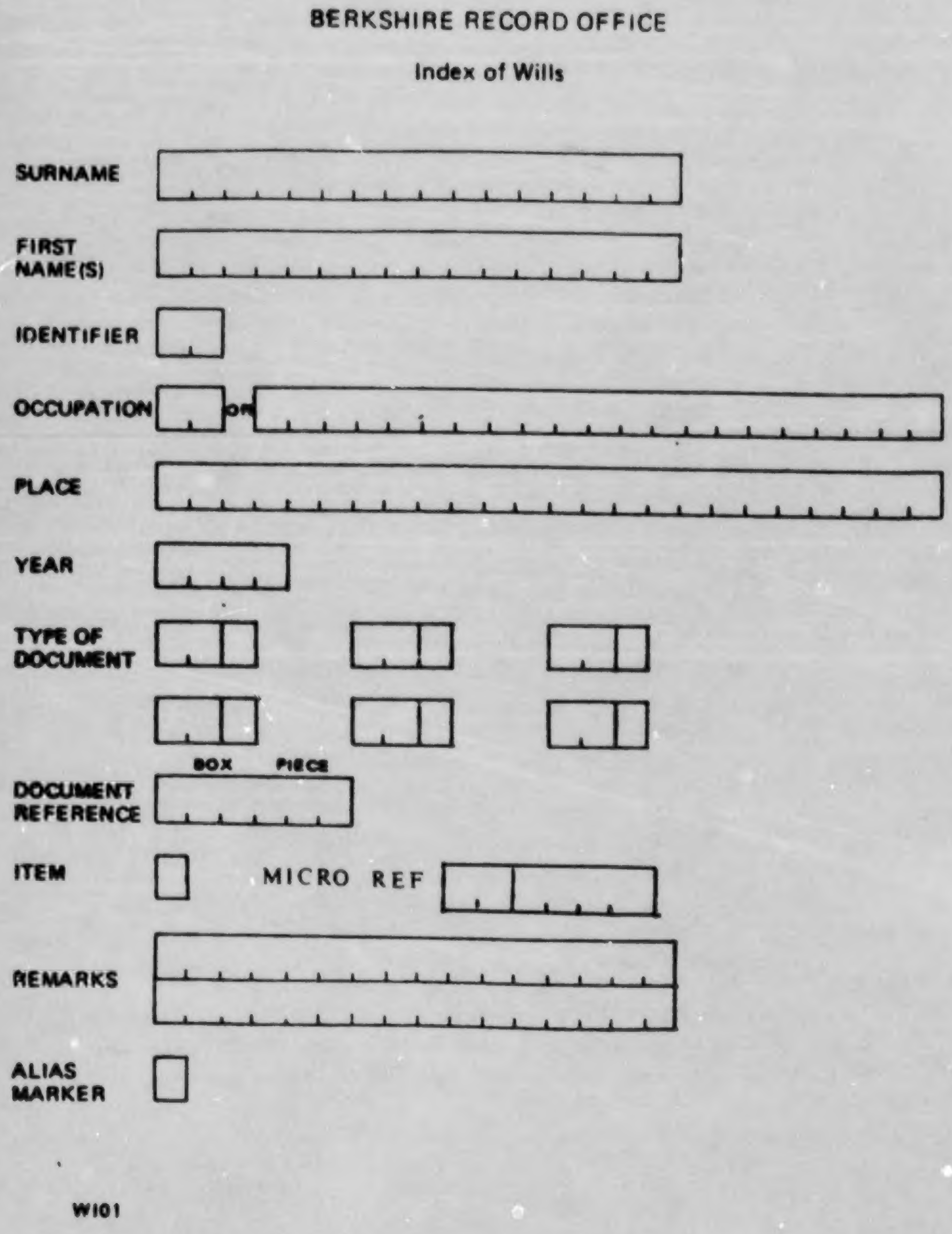
H - Hard Copy
M - Microfilm
P - Plans
X - All three

Dept/Section

Requested by : ______________________ **Date** ______________

MR04/1

Fig. 5 Printout order form, Berkshire Record Office.



BERKSHIRE RECORD OFFICE

Index of Wills

SURNAME

FIRST NAME(S)

IDENTIFIER

OCCUPATION OR

PLACE

YEAR

TYPE OF DOCUMENT

BOX PIECE

DOCUMENT REFERENCE

ITEM ☐ MICRO REF

REMARKS

ALIAS MARKER ☐

W101

Fig.6 Index of wills, data input form, Berkshire Record Office

received in May 1981, covering the period 1529 to 1857. This class is heavily used, and priority is being given to providing an efficient finding aid. It is hoped that although the preparation of index entries involves much staff time, the computer will be able to sort and select material, and to provide printout which can be put to use at suitable interim stages. Entry of data has begun with wills from 1710 onwards, so that the data base can be built up securely before the special problems posed by earlier records are dealt with. An adapted market research program is being used.

Data is input by using form W101 (Fig.6). Fields are provided as follows:

Field label	Status	Contents
		[M= Mandatory O= Optional]
Surname	M	16 characters. Spelling as original.
First name	O	16 characters. Modernised; designations such as 'senr','junr' are given.
Identifier	O	The system will not allow the entry of 2 records with the same surname and first name,within one probate year. Repetitions must be numbered.
Occupation	O	2 characters indicate one of 14 common occupations. Other occupations can be given in an optional 20-character field.
Place	O	24 characters. Usually the parish name is used.
Year	M	4 characters. The date is that of probate (NS).
Type of document	M (1 box)	6 boxes are provided. In the first, 2 characters from a document code list; repetitions are numbered. The other boxes are used to list different types of document found in the same bundle.
Document reference Box and piece	M	6 characters.
Microfilm reference	O	6 characters.
1 [see below]*	O	1 character.
Remarks	O	32 characters.
Alias marker	O	1 is entered to indicate an alias record.

*The last three fields are used when alias surnames appear. In these cases, two input forms are completed: one for the prime name, leaving the alias marker blank but entering 'also known as alias name. 1 is then inserted in the alias marker box to denote this, and ' also known as ...' appears in the remarks box.

If amendments are needed, the whole record is deleted by entering surname, first name, year, identifier (if necessary) and '99' (in the occupation box). A new input form is then completed. Data is submitted in batches of 500 forms, and is processed by the county council's data control section. The machine used is an ICL 2976. There is an automatic validation check on the presence of the mandatory fields, and on the occupation and document-type codes. A validation report and a proof print listing is sent to the record office. There is a count of the number of records held on the master file.

Output is in four forms:

1 Index by name
2 Index by occupation
3 Index by place.
4 Check list in box and piece number order.

It is intended that on completion of the project these indexes will be printed out on microfiche by an agency for use in the searchroom and elsewhere.

Output is formatted so that each record, arranged in up to 9 columns, is displayed in two lines. The first line gives the entry for each field except that of first name. The second line gives the first name, indented under the surname; the microfilm reference where relevant; and also additional entries under type of document.

BRITISH ANTARCTIC SURVEY

This research institute uses an adapted version of the MDA's Object Application Package based on the GOS system. Active support from the MDA, whose headquarters are situated nearby, is facilitated because both the MDA and BAS have access to the Cambridge University computer, and because this project serves as an experimental operation to assess the suitability of GOS for archival applications.

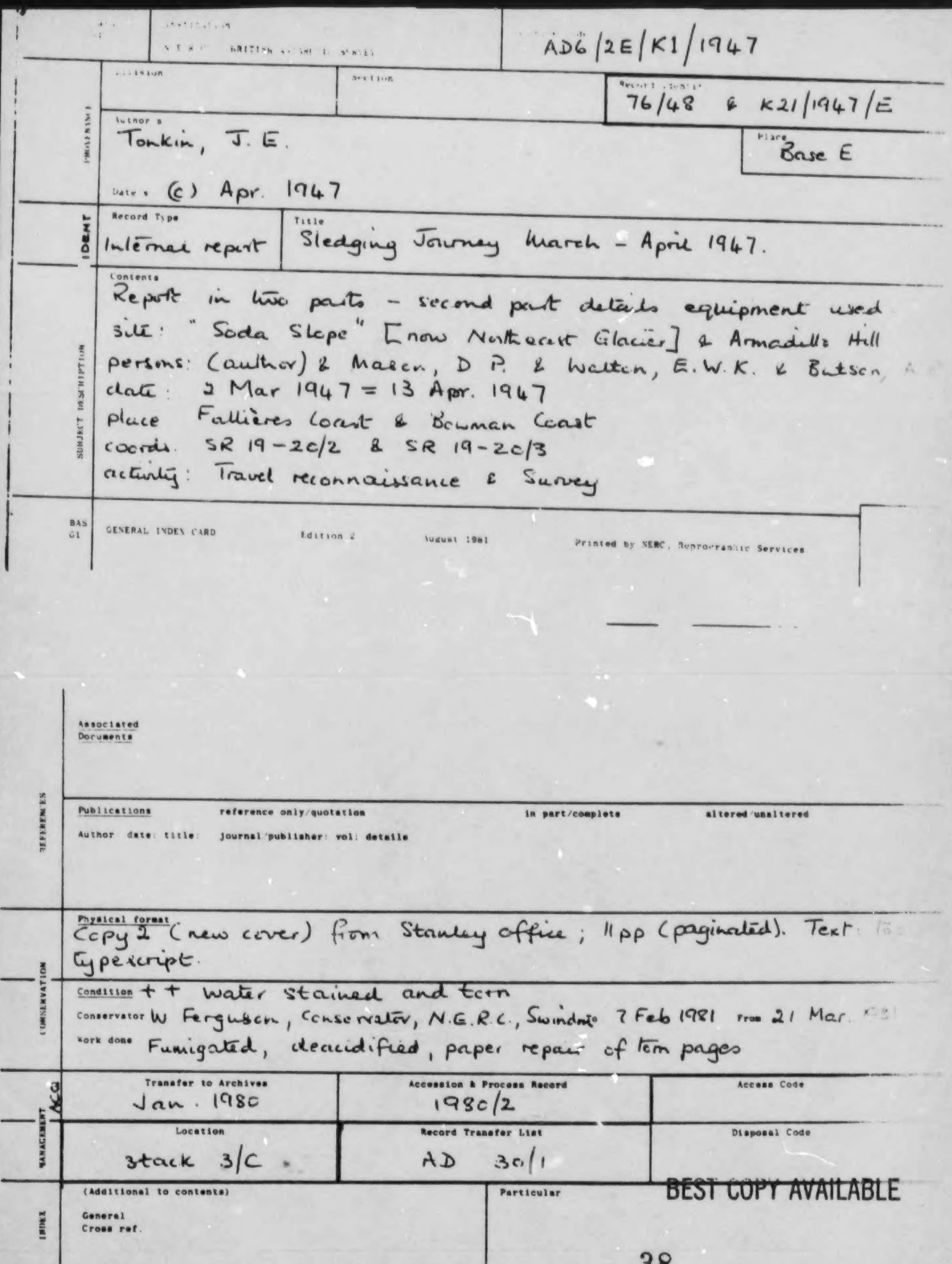
Data is prepared on BAS's own computer (PDP 11/40) and then transferred to the University computer (IBM 3081). Access is given by in-house terminals (not specifically dedicated). Access can also be provided at terminals in the university itself, and notionally elsewhere in the country by way of the Cambridge user network.

Data preparation is done by the archives staff, after listing in the MDA style directly onto cards designed by and for the BAS archives. These resemble the MDA's object catalogue cards but are constructed in general conformity with the SRG's draft data standard. An example is given in Fig.7. Up to the present, the data processed comprises descriptions of records which have a fairly standard format,especially travel and geology reports by survey staff. There are also non-standard records, and the working papers generated by individuals geologists. surveys. The field structure of the records input is as follows:

Field label	Subfield	Subfield	Content
Institution			Code agreed with MDA:this makes networking possible.
Archive code			Local reference.
Provenance	Division		
	Section		
	Record identity		Previous reference number.
	Author/s		
	Date		When record was written.
	Place		Where report was written
Identity	Record type		E.g. internal report.
	Title		
Subject description	Contents summary		Narrative abstract
	Contents analysis		
		Site	Topographical features.
		Persons	
		Date	
		Place	Broader geographical terms.
		Co-ordinates	Map co-ordinates.
		Activity	E.g.travel reconnaissance & survey.
References	Associated documents		
	Publications		
Conservation	Physical format		
	Condition		This section provides proce control for repair work
	Conservator		
	Dates to & from		
	Work done		
Management/ acquisition	Transfer to archives		Date
	Accession code		Cross-reference to accessions register
	Access code		Confidentiality
	Location		
	Record transfer list		Cross-reference
	Disposal code		
Index	General		
	Specific.		

There is no restriction on field lengths, and more fields from the MDA's package are available if required (e.g. copyright).

A map index card based on British Standard 5195 (Part 1,1975) has also been developed with suitable features, but



N E R C BRITISH ANTARCTIC SURVEY

AD6/2E/K1/1947

Division

Section

Record Number 76/48 & K21/1947/E

PROVENANCE

Author s Tonkin, J. E.

Place Base E

Date s (c) Apr. 1947

IDENT

Record Type Internal report

Title Sledging Journey March - April 1947.

SUBJECT DESCRIPTION

Contents
Report in two parts - second part details equipment used
site: "Soda Slope" [now Northeast Glacier] & Armadillo Hill
persons: (author) & Mason, D. P. & Walton, E. W. K. & Butson, A
date: 2 Mar 1947 = 13 Apr. 1947
place Fallières Coast & Bowman Coast
coords. SR 19-20/2 & SR 19-20/3
activity: Travel reconnaissance & Survey

BAS 01 GENERAL INDEX CARD Edition 2 August 1981 Printed by NERC, Reprographic Services

REFERENCES

Associated Documents

Publications reference only/quotation in part/complete altered/unaltered
Author date: title: journal/publisher: vol: details

CONSERVATION

Physical format Copy 2 (new cover) from Stanley office; 11pp (paginated). Text typescript.

Condition ++ water stained and torn

Conservator W Ferguson, Conservator, N.E.R.C., Swindon 7 Feb 1981 From 21 Mar.

Work done Fumigated, deacidified, paper repair of torn pages

MANAGEMENT

ACQ

Transfer to Archives	Accession & Process Record	Access Code
Jan. 1980	1980/2	
Location	**Record Transfer List**	**Disposal Code**
stack 3/C	AD 30/1	

INDEX

(Additional to contents)
General
Cross ref.

Particular

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Fig. 7 Input data card, British Antarctic Survey (MDA)

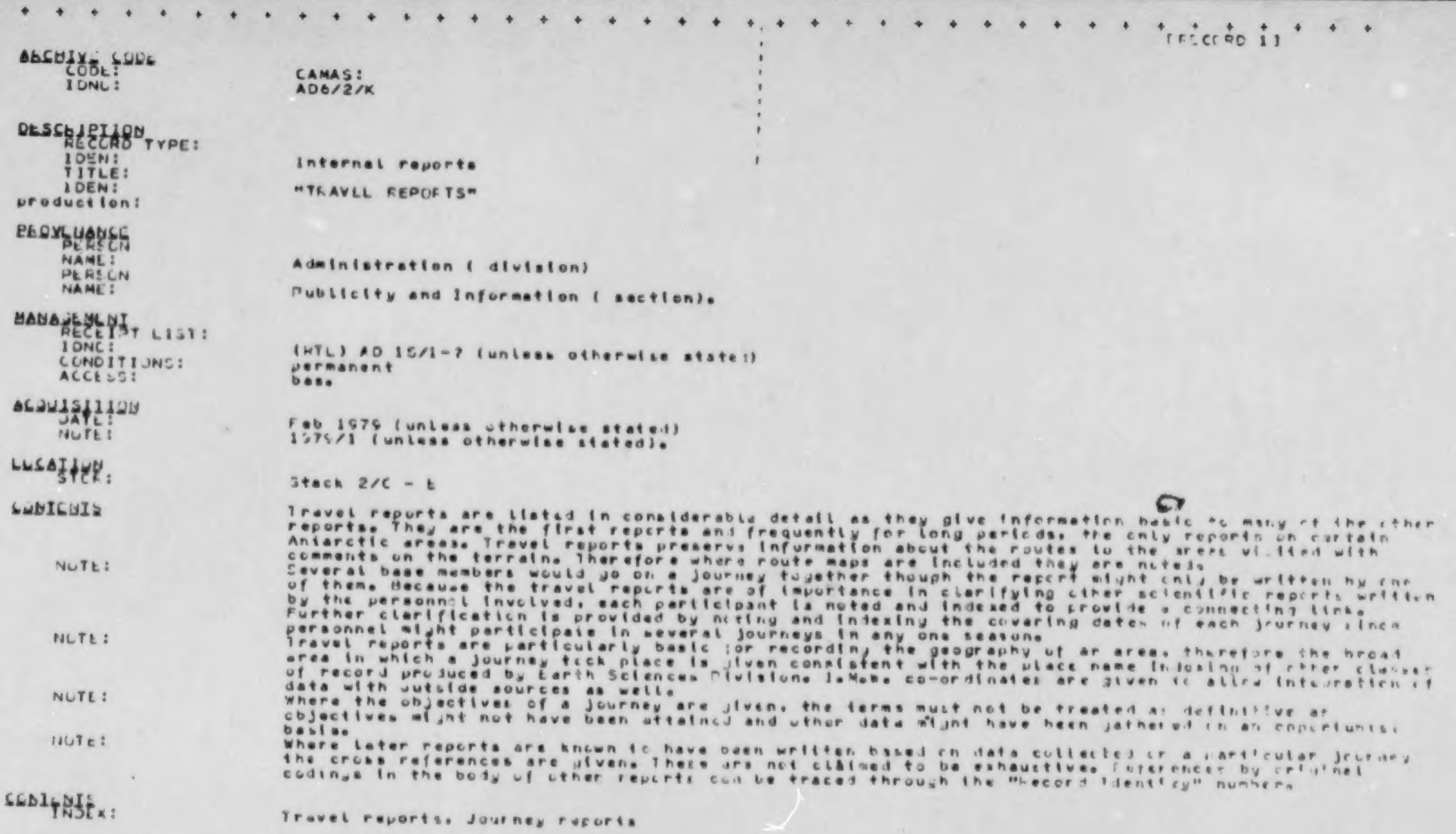
conforming in general to the same analysis and layout.

A distinctive feature of this system is that it provides for description at two or more levels. Each series may possess a general description or headnote, which is entered on a separate card, coloured green and stored at the beginning of the series it relates to. Information which is common to all records in the series (e.g. division, place, record type, transfer to archives date, disposal code, etc) may be entered on the green card alone. The 'Contents' section of the green card usually contains an administrative history, giving archival provenance and background to the series. An example of the series listing is in figure 8. For intermediate levels, (e.g. to introduce a series of field notes forming a subseries within a series of working papers) a standard white card may be designated as the group entry card. Common entries go on this card, and details peculiar to individual items are entered on separate item cards. Cards describing separate elements of a single item (such as a geology report which happens to contain maps which are worthy of separate description) may be designated subparts.

Data is input on-line by archives staff responding to a program of prompts. This is a little cumbersome for some series where relatively few fields need to be used. However data can also be entered independently using the computer's standard input/edit program, but in this case there is no automatic guidance on format. Alterations and additions to the data base are by normal operating procedures. After the standard procedure for creating a GOS file has been run, a checklist is obtained from the local printer for verification and proof-reading.

The system is still regarded as experimental, since only a small proportion of the data has as yet been entered. So far, a master catalogue and author and subject/person/place indexes have been obtained. In this context, the author index is particularly useful since most of the documents processed consist of reports which are the work of named individuals. This is not a common feature of archives, but it is perfectly possible to sort and select on other fields or subfields. The objective is to produce a printed master catalogue of each series, each under its headnote; and indexes based upon location, place/persons/subject, access and other fields.

Future development of this system depends principally on the development of the computer services within BAS. Possible developments are the provision of a micro-computer for data preparation, or a dedicated terminal. The micro-computer option is thought to be the most suitable one if the proposal to start a records management system is accepted. The Survey's computer department is also considering the introduction of STATUS for the same general purposes, as this system has been bought by the parent organisation for its own purposes, and may therefore present economies.



```
+ + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + + [RECORD 1] + + +

ARCHIVE CODE
    CODE:                      CAMAS:
    IDNO:                      AD6/2/K

DESCRIPTION
    RECORD TYPE:
    IDEN:                      Internal reports
    TITLE:
    IDEN:                      "TRAVEL REPORTS"
production:

PROVENANCE
    PERSON
    NAME:                      Administration ( division)
    PERSON
    NAME:                      Publicity and Information ( section).

MANAGEMENT
    RECEIPT LIST:
    IDNO:                      (RTL) AD 15/1-7 (unless otherwise stated)
    CONDITIONS:                permanent
    ACCESS:                    base.

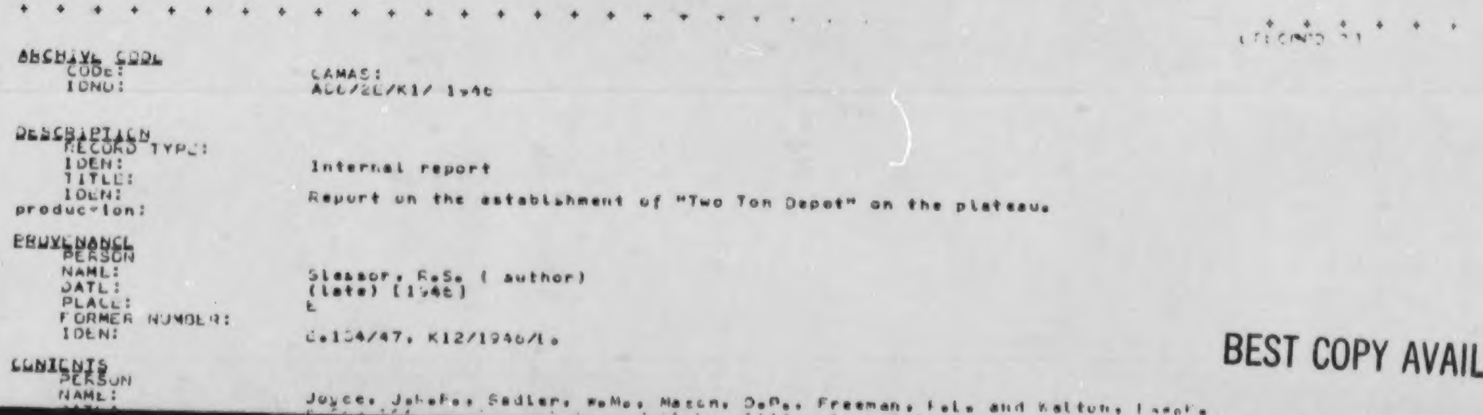
ACQUISITION
    DATE:                      Feb 1979 (unless otherwise stated)
    NOTE:                      1979/1 (unless otherwise stated).

LOCATION
    STCK:                      Stack 2/C - E

CONTENTS                       Travel reports are listed in considerable detail as they give information basic to many of the other
                               reports. They are the first reports and frequently for long periods, the only reports on certain
                               Antarctic areas. Travel reports preserve information about the routes to the areas visited with
    NOTE:                      comments on the terrain. Therefore where route maps are included they are noted.
                               Several base members would go on a journey together though the report might only be written by one
                               of them. Because the travel reports are of importance in clarifying other scientific reports written
                               by the personnel involved, each participant is noted and indexed to provide a connecting link.
                               Further clarification is provided by noting and indexing the covering dates of each journey since
    NOTE:                      personnel might participate in several journeys in any one season.
                               Travel reports are particularly basic for recording the geography of an area, therefore the broad
                               area in which a journey took place is given consistent with the place name indexing of other classes
                               of record produced by Earth Sciences Division. I.M.M. co-ordinates are given to allow integration of
    NOTE:                      data with outside sources as well.
                               Where the objectives of a journey are given, the terms must not be treated as definitive as
                               objectives might not have been attained and other data might have been gathered on an opportunist
    NOTE:                      basis.
                               Where later reports are known to have been written based on data collected on a particular journey
                               the cross references are given. These are not claimed to be exhaustive. References by original
                               codings in the body of other reports can be traced through the "Record Identity" numbers.

CONTENTS
    INDEX:                     Travel reports, Journey reports
```

Fig. 8 Series listing, specimen printout, British Antarctic Survey (MDA)



```
+ + + + + + + + + + + + + + + + + + + + + + + + + + +                                   [RECORD 2] + + + + + +

ARCHIVE CODE
    CODE:                      CAMAS:
    IDNO:                      ADC/2E/K1/ 1946

DESCRIPTION
    RECORD TYPE:
    IDEN:                      Internal report
    TITLE:
    IDEN:                      Report on the establishment of "Two Ton Depot" on the plateau.
production:

PROVENANCE
    PERSON
    NAME:                      Slessor, R.S. ( author)
    DATE:                      (late) [1946]
    PLACE:                     E
    FORMER NUMBER:
    IDEN:                      C.134/47, K12/1946/1.

CONTENTS
    PERSON
    NAME:                      Joyce, J.H.F., Sadler, W.M., Mason, D.P., Freeman, F.L. and Kalton, [illegible]
```

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BRITISH PETROLEUM PLC

This major firm is introducing an automated records control system for current and non-current records. Initially for use within its BP International Ltd subsidiary, the system will control the movement, storage and disposition of records, on the analogy of a warehousing stock control system, with related powerful information retrieval capability. The system will also provide a complete history of a record from creation to disposal.

The firm's systems designers have listed the main characteristics of a suitable control system. These include:
(i) providing up-to-date and informative listings of records, for user departments and inter-departmental co-ordination;
(ii) tracing records for users within the firm;
(iii) reducing overall record costs, by promoting early elimination of those which do not need to be kept;
(iv) co-ordinating retention policies between departments;
(v) controlling transfer of records from current to non-current storage;
(vi) monitoring and stock-checking record accumulations.

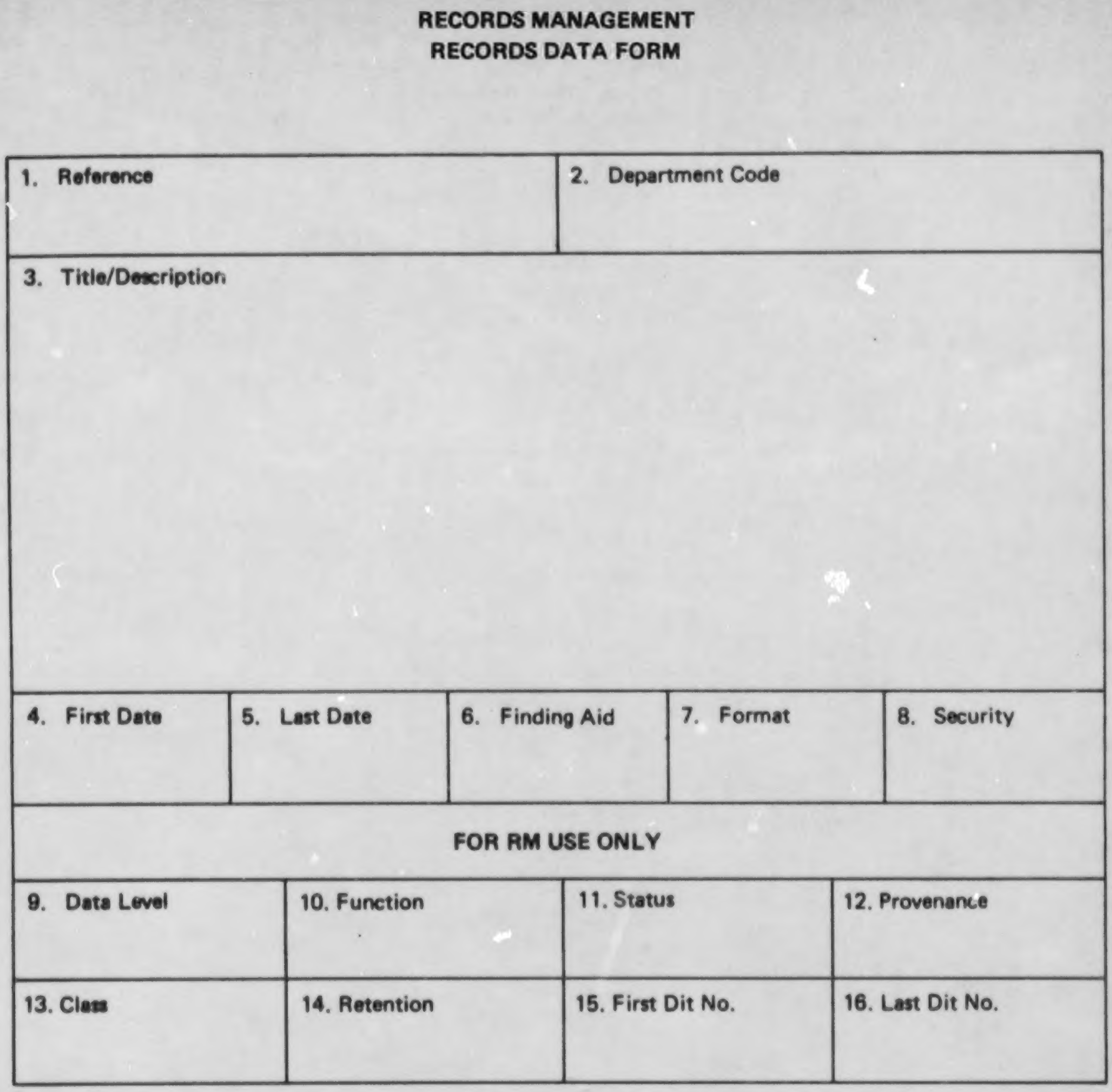
It can be seen at once that while the main objectives of this records management system are held in common with those of other archive services, the firm has given a distinctive slant to them, and is particularly aware of the pressures imposed by the needs of current administrative reference and costs. The system would be developed by the use of internal resources, and would use dedicated hardware, data-base oriented software, with ultimately, terminals serving all records retention areas. The system will be designed from the beginning as an on-line retrieval system, with multi-site access. Searches would be carried out on keywords within abstracts, or on specific fields, such as security classification or retention type.

Data capture will be done both at the centre and at remote access sites in the local records areas, with validation and access being controlled from the centre.

When operational, the system will be the only centralised searchable index to active and non-current company records. Searches will be based on simple English keywords, single or in multiple strings, and to be found either in the title or in document abstracts. Newly coined terms peculiar to individual departments will be permitted as search operators. Other special features include:
(a) the ability to 'hold' records which are subject to litigation;
(b) updating retention periods as required by changing circumstances;
(c) linking particular records or series with specific security restrictions and identifying relationships between different documents;
(d) searching across departmental boundaries or across

differences of record type, to co-ordinate retention periods.
(e) identification of records controlled by particular government legislation;
(f) producing management reports on the usage level of records and on the use of storage facilities, as well as on records disposal.
(g) recording physical location of any given record, together with relevant 'loan' information.

Figure 9 gives an example of the records data form to be used for input.



RECORDS MANAGEMENT
RECORDS DATA FORM

1. Reference	2. Department Code

3. Title/Description

4. First Date	5. Last Date	6. Finding Aid	7. Format	8. Security

FOR RM USE ONLY

9. Data Level	10. Function	11. Status	12. Provenance
13. Class	14. Retention	15. First Dit No.	16. Last Dit No.

Fig. 9 Records data form, BP

THE BRITISH LIBRARY, DEPARTMENT OF MANUSCRIPTS

This department is committed to providing control and cataloguing of a wide range of manuscript and archive material. New accessions may arrive as part of bulky archive accumulations with a complex history and structure; or as collections of previously unconnected items, or as individual pieces. There is a tradition of detailed cataloguing and indexing, which may incorporate complex bibliographical references. A computerised catalogue or index must therefore be based upon a data structure capable of dealing with these very disparate levels of description.

The publication of catalogues produced by the Department has not been keeping pace with the rate of new accessions, and there is now a backlog (in the detailed published catalogues, though not in published handlists) of some 25 years. At the same time, the Department of Printed Books has been developing a computerised system, to support retrospective conversion of Printed Books catalogues, particularly that of the General Catalogue of Printed Books, with the option of producing catalogues on microfiche by the LOCAS system. With this background, the Catalogue Systems Branch, in consultation with the Manuscripts Department, carried out a feasibility study of the possibility of introducing automation (Hibbins,1981).

This feasibility study has identified several problems which led to delays. There are broadly two stages in the production of catalogues. The first is to write up the Rough Register, which contains a brief description of each accession, and is published as the Handlist of Accessions by the List and Index Society. The second is to edit and publish the Catalogue of Additional Manuscripts, which is the final work and is published in volumes covering the accessions of five years. The volume covering 1946-50 was the most recent to hand at the time of the investigation, and was taken to represent current cataloguing standards. The Department has 25 professional staff working at cataloguing, and is accustomed to include much research material in its catalogues. There are inevitably serious problems in establishing common administrative procedures, and in laying down common rules of description which would cover all types of manuscript material encountered.

A particular problem was the indexing of large collections and accumulations. Indexes have to undergo a threefold process of integration: first they are produced for the individual collection, then these are combined in the five-year cumulation, and finally brought into the Amalgamated Index.

Another problem was posed by the Department's tradition of allocating Additional MSS numbers to new accessions. It was important to find a system of numbering which did not cause delays in the processing of material which belonged to large and complex accumulations.

Fig.10 gives the data structure analysis originally proposed with the tags allocated to each field and subfield. Entries for the Rough Register will use only four elements:

1) Heading
2) Numeration
3) Brief description
9) Subheadings and numbers.

The numeration field is subdivided using superscript numbers 2-10, to bracket information to be indexed at this stage. Keyboarding is done in-house, and proof listings produced for verification by the cataloguers.

When the work is advanced to Catalogue of Additions standard,all the additional descriptive elements which are relevant would be entered, using one of three data capture forms. Examples of these are given in figure 11: essentially there is one elaborated form and two simplified and shortened versions. The data capture forms have been carefully designed to allow full descriptions (virtually unrestricted narrative) of individual items and also of whole collections with complex structures within them.

A probable sequence of events, in the final system, would be as follows. After keyboarding, proof listings would be checked by the original cataloguer; these listings show the local codes. At this point index entries would be listed in two sequences: MS folio number sequence and alphabetical order. This would allow cataloguers working on a large accumulation to be given a copy of the interim index which relates to their work. Descriptions could also be revised as work goes on, and could be printed out selectively when revision is completed. When the work is done, catalogue and index would be released for publication, and output requested in any of the following forms:

1) Listing on paper
2) Microfiche
3) Magnetic tape encoded for typesetting.

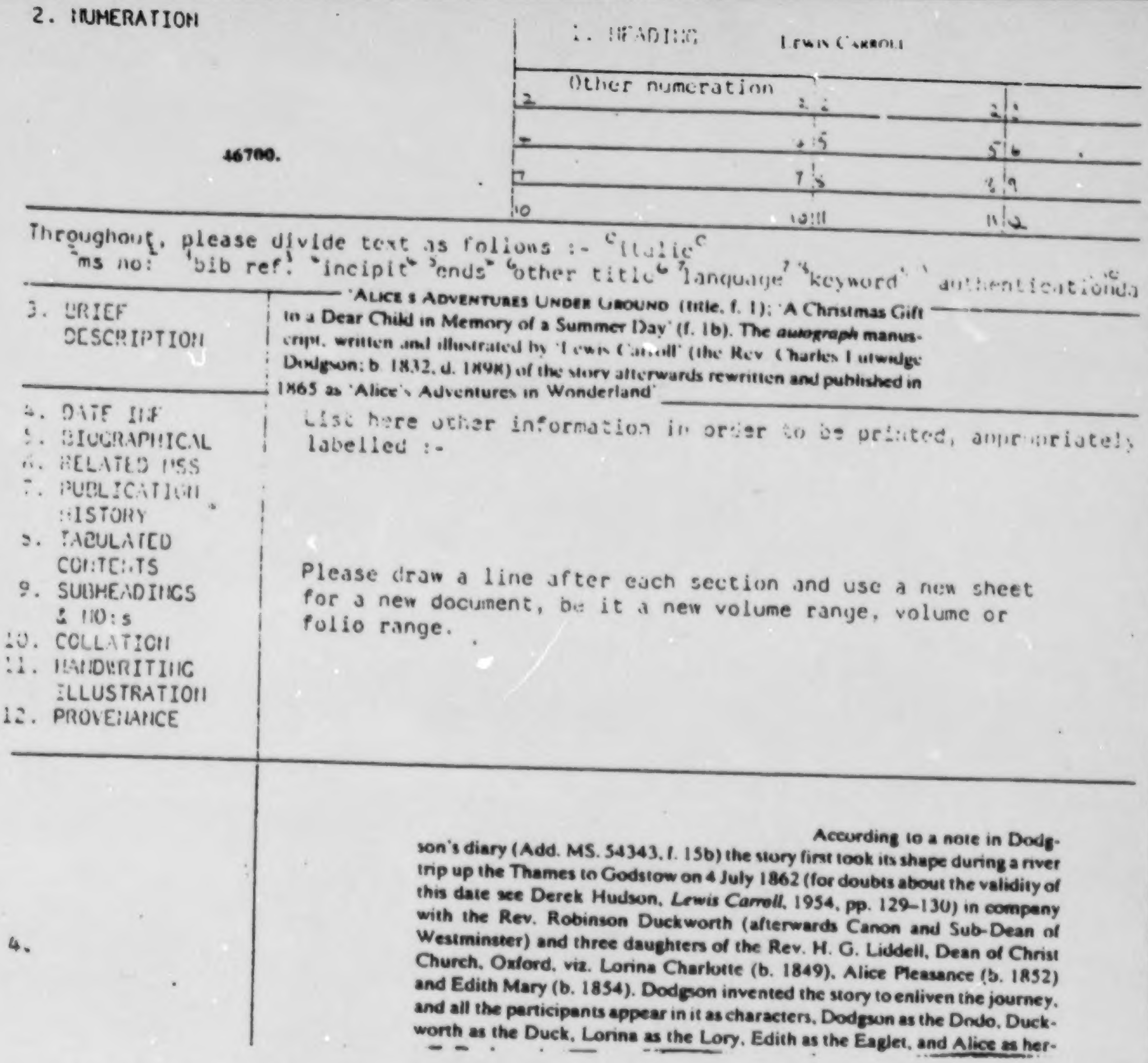
Overall, the system is aimed at speeding up the process of publication, thus bringing the material to use more quickly and allowing the cataloguing staff to see the result of their work within a reasonable time. It is not aimed at reducing the research work put into the cataloguing process, but at improving the retrieval of research findings.It is expected that the burden of proof-reading will be significantly reduced, and also that there would be benefits from the increasing systematisation of work processes.

The results of the feasibility study were encouraging, and work is now in progress on a systems specification. This is due to be completed by April 1983, and will define the detailed operational requirements of a system to allow for production of the Rough Register, Catalogue of Additions and additional list-

Data Structure :

Field Label		Sub fields
1) Heading		
2) Numeration	2 2	Numeration in previous collection
	2 3	Illustration number in that collection
	2 4	Deposit number
	2 5	Loan number
	2 6	Provisional number
	2 7	New Manuscript number (rarely used)
	2 8	Pressmark number
	2 9	Exhibition Catalogue number
	2 10	Ms Facs number (largely for illuminated Mss)
	2 11	other numbers
	2 12	
3) Brief description		
4) Dating		
5) Biographical		
6) Related Mss		
7) Publication history		
8) Tabulated contents		
9) Sub headings and numbers		
10) Collation		
11) Handwriting, illustration, etc.		
12) Provenance		
13) Index entries	13 au.	Index entry for author sequence
	13 ad.	Addressee
	13 su.	Subject
	13 pl.	Place name
	13 pr.	Provenance
14) Cross references	14 au. -	Cross reference to 13 au .
	14 ad. -	to 13 ad .
	14 su. -	to 13 su .
	14 plu-	to 13 pl .
	14 pr. -	to 13 pr .

Fig.10 Proposed data structure, BLDM Source, R V Hibbins (1981).



2. NUMERATION

46700.

1. HEADING LEWIS CARROLL

Other numeration

2	2 3	3 4
4	4 5	5 6
7	7 8	8 9
10	10 11	11 12

Throughout, please divide text as follows :- ᶜitalicᶜ ²ms no:² ³bib ref.³ ⁴incipit⁴ ⁵ends⁵ ⁶other title⁶ ⁷language⁷ ⁸keyword⁸ ⁹authentication⁹

3. BRIEF DESCRIPTION

'ALICE'S ADVENTURES UNDER GROUND' (title, f. 1); 'A Christmas Gift to a Dear Child in Memory of a Summer Day' (f. 1b). The *autograph* manuscript, written and illustrated by 'Lewis Carroll' (the Rev. Charles Lutwidge Dodgson; b. 1832, d. 1898) of the story afterwards rewritten and published in 1865 as 'Alice's Adventures in Wonderland'.

4. DATE INF
5. BIOGRAPHICAL
6. RELATED MSS
7. PUBLICATION HISTORY
8. TABULATED CONTENTS
9. SUBHEADINGS & NO:s
10. COLLATION
11. HANDWRITING ILLUSTRATION
12. PROVENANCE

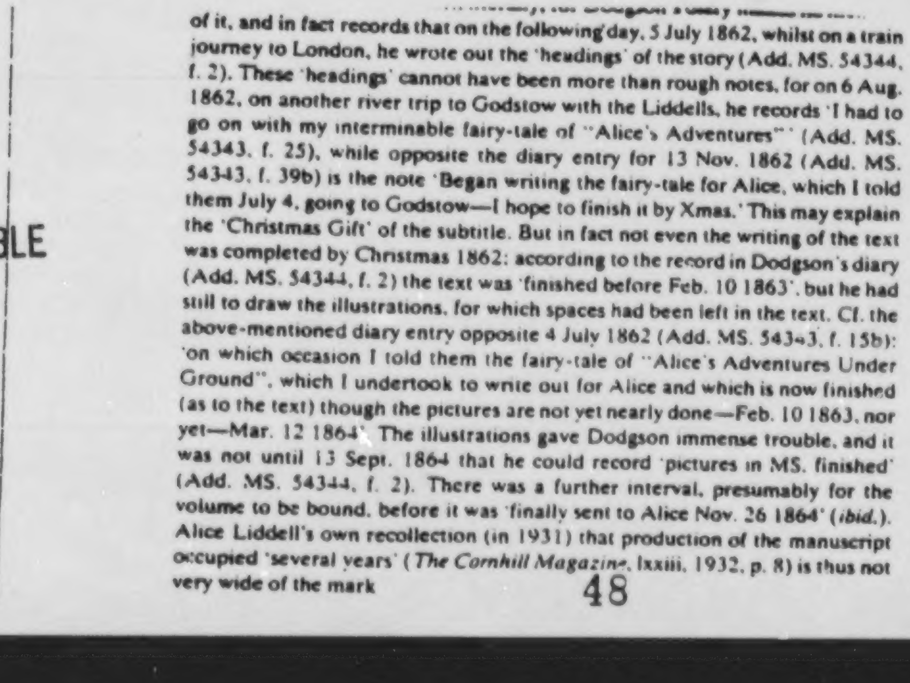
List here other information in order to be printed, appropriately labelled :-

Please draw a line after each section and use a new sheet for a new document, be it a new volume range, volume or folio range.

4.

According to a note in Dodgson's diary (Add. MS. 54343, *f.* 15b) the story first took its shape during a river trip up the Thames to Godstow on 4 July 1862 (for doubts about the validity of this date see Derek Hudson, *Lewis Carroll*, 1954, pp. 129–130) in company with the Rev. Robinson Duckworth (afterwards Canon and Sub-Dean of Westminster) and three daughters of the Rev. H. G. Liddell, Dean of Christ Church, Oxford, viz. Lorina Charlotte (b. 1849), Alice Pleasance (b. 1852) and Edith Mary (b. 1854). Dodgson invented the story to enliven the journey, and all the participants appear in it as characters, Dodgson as the Dodo, Duckworth as the Duck, Lorina as the Lory, Edith as the Eaglet, and Alice as her-

Fig.11 Proposed style of data capture forms, BLDM. Source: R V Hibbins (1981).



of it, and in fact records that on the following day, 5 July 1862, whilst on a train journey to London, he wrote out the 'headings' of the story (Add. MS. 54344, f. 2). These 'headings' cannot have been more than rough notes, for on 6 Aug. 1862, on another river trip to Godstow with the Liddells, he records 'I had to go on with my interminable fairy-tale of "Alice's Adventures"' (Add. MS. 54343, f. 25), while opposite the diary entry for 13 Nov. 1862 (Add. MS. 54343, *f.* 39b) is the note 'Began writing the fairy-tale for Alice, which I told them July 4, going to Godstow—I hope to finish it by Xmas.' This may explain the 'Christmas Gift' of the subtitle. But in fact not even the writing of the text was completed by Christmas 1862: according to the record in Dodgson's diary (Add. MS. 54344, *f.* 2) the text was 'finished before Feb. 10 1863', but he had still to draw the illustrations, for which spaces had been left in the text. Cf. the above-mentioned diary entry opposite 4 July 1862 (Add. MS. 54343, *f.* 15b): 'on which occasion I told them the fairy-tale of "Alice's Adventures Under Ground", which I undertook to write out for Alice and which is now finished (as to the text) though the pictures are not yet nearly done—Feb. 10 1863, nor yet—Mar. 12 1864'. The illustrations gave Dodgson immense trouble, and it was not until 13 Sept. 1864 that he could record 'pictures in MS. finished' (Add. MS. 54344, f. 2). There was a further interval, presumably for the volume to be bound, before it was 'finally sent to Alice Nov. 26 1864' (*ibid.*). Alice Liddell's own recollection (in 1931) that production of the manuscript occupied 'several years' (*The Cornhill Magazine*, lxxiii, 1932, p. 8) is thus not very wide of the mark

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ings, including presentation of data in AACR2 form (for maps and possibly music).

CHESTER CITY RECORD OFFICE

This record office runs a program for circulation control over records issued under the records management scheme. Operational since 1977 and developed by the city council's computer department, this in-house program is run on an ICL ME29 Model 45. Costs are charged to the record office as part of the central establishment charges.

Input of data is by completion of a record request form. This identifies the documentary record issued: reference number (16 characters), documentary file title (40 characters), date of loan, borrower's staff number (taken from the payroll code provided by the salaries office). A box entitled 'Name of Borrower' is signed by the borrower.

When the documentary record is returned, the details are entered on a return of records form: a transaction number is generated by the system (a 5-character number consisting of the request form number and the number of the line within the form), plus the date on which the record was returned. When tabulations are required, in practice at the end of each month, a batch header form is completed and sent in with all the input to the computer unit.

Output is generated in three forms:

1. A synopsis of the month's issues and returns, plus a list of outstanding issues from previous months.

2. A list of all outstanding documentary records in order of the staff number, a separate page for each borrower. This is on 2-part stationery, so that a copy of the list can be sent to user departments.

3. An annual listing of all movements of documentary records, similar to the monthly lists except that only completed transactions are shown. This output is useful in confirming the correct-ness of appraisal judgements.

The batch mode of access to the computer reduces the value of this system, as the manually completed input form must act as the operative record of the transaction, in the intervals between batches of input. On the other hand, the audit facility given by the system would be impossible in a manual system, given the staffing limitations of the office.

Further developments envisaged at Chester include the provision of a dedicated terminal, and the introduction of systems for records management, the control of legal documents, and lists and indexes for the archives.

DURHAM COUNTY RECORD OFFICE

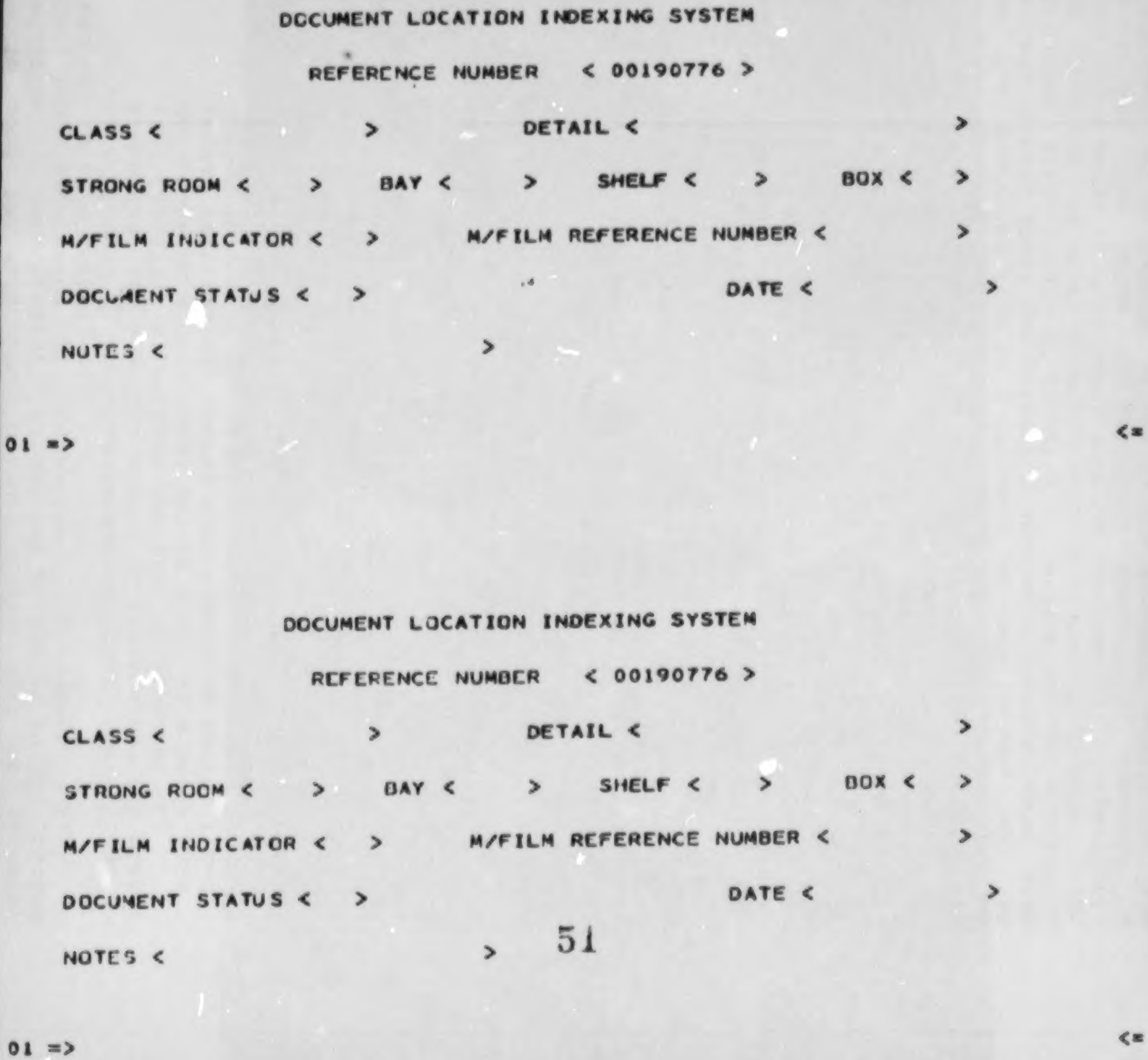
Durham County Council has introduced a general purpose system for file editing called FMS, which is available to all its departments. The record office adopted the system in the autumn of 1981, and is using it for management purposes. There is direct access to the council's IBM computer through a VDU sited in the searchroom

1. The first application involves setting up a locations index. This was previously held on cards, and had become unwieldy as total holdings increased. Data on the cards was entered by two temporary employees under a Manpower Services scheme, over a period of 18 months. A formatted screen is used, containing the following fixed-length fields. A print-out of the screen arrangement is at Fig.12.

Field label	Content
Reference number	Machine-generated unique number used as sort key: 8 characters.
Class	6 characters.
Detail	Record office archival codes: 7 characters. [together these two fields constitute the archival code or reference]
Location	Room, bay, shelf, box: 8 characters.
Microfilm reference	
Document status	One of 9 permissible one-letter codes access to the document is closed or whether it is under repair, on exhibition, mislaid or transferred. A date is generated by the system.
Notes	Available for office use, to note temporary locations, etc. It is possible to enter record categories here and obtain sorted printouts of these categories.

Although the system was not designed to provide search facilities, it is possible to carry out some simple selections. Thus it is possible to enter the title of a particular archive in the 'Notes' field. Symbolic location numbers then have to be entered, and the code 'N' under 'Document status'. A printout can then be obtained of these titles and their reference numbers. Similarly, any designated character can entered under 'Notes' to represent a series of documents (e.g. * = parish registers), and

Fig. 12 Printout of formatted screen, Durham Record Office.



```
                     DOCUMENT LOCATION INDEXING SYSTEM

                       REFERENCE NUMBER   < 00190776 >

   CLASS <              >           DETAIL <                          >

   STRONG ROOM <    >    BAY <     >    SHELF <    >     BOX <    >

   M/FILM INDICATOR <  >      M/FILM REFERENCE NUMBER <               >

   DOCUMENT STATUS <  >                          DATE <                >

   NOTES <                    >


01 =>                                                                       <=
```

```
                     DOCUMENT LOCATION INDEXING SYSTEM

                       REFERENCE NUMBER   < 00190776 >

   CLASS <              >           DETAIL <                          >

   STRONG ROOM <    >    BAY <     >    SHELF <    >     BOX <    >

   M/FILM INDICATOR <  >      M/FILM REFERENCE NUMBER <               >

   DOCUMENT STATUS <  >                          DATE <                >

   NOTES <                    >


01 =>                                                                       <=
```

a printout can then be obtained of all these references. At present '- ' is being used to note all documents being repaired, and is deleted as soon as the document is returned to its location.

To sort the data base, a short program must be entered, specifying the sort fields. Fields may be sorted in any stated order, and suppressed if not wanted. At present output is presented in five forms:

1.A listing of archival documents under the storage rooms they are in, then sorted by shelf-space and class. (See Fig.13). A printout can also be given of any documents on a particular bay or shelf in a room: this proved particularly useful when assessing recent flood damage in one of the storage rooms.

2. A listing of all documents beginning with the class codes A-C.

3. Class codes D/A - D/W.

4. Class codes D/X - D/Z.

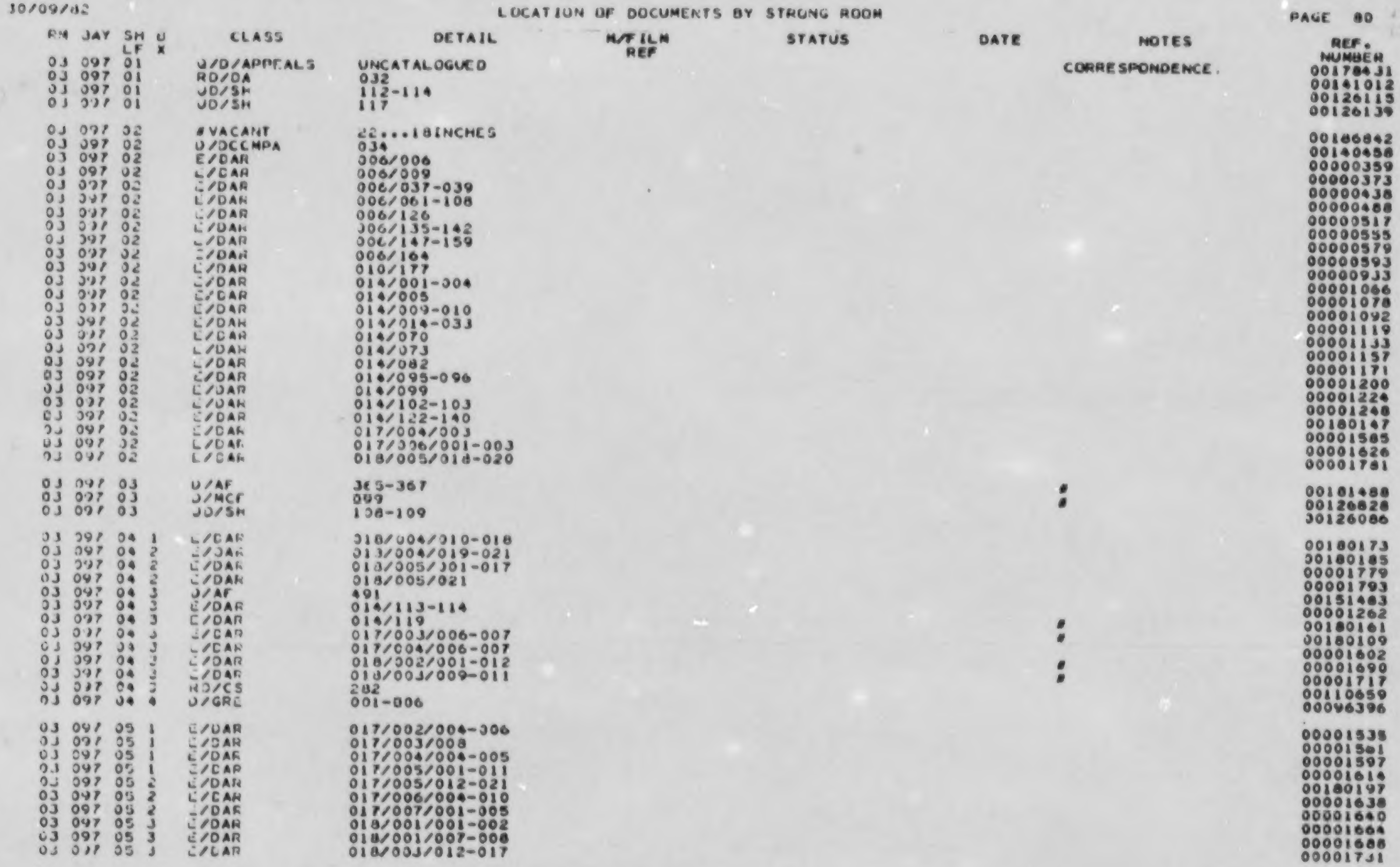
5. A listing of closed documents, or of any other type of archive specified in the 'Document status' field.

Printouts for class codes E-M and N-Z are now also standard output.

Future developments under FMS include the possibility of entering the accessions register and printing it out as a summary guide for use in the searchroom. It is also hoped to index existing catalogue entries.

2. The second application is a circulation control of county council deed packets, previously done by means of a card index. The FMS file is shared by the County Land Agent's Department, who have access to the data through a different password. In practice this means that the record office can scrutinise but not change or edit that section of the formatted screen (above the middle line of asterisks: see Fig.14) which is reserved to the County Land Agent's Department in this shared record. Similarly the CLA Department cannot alter the section of screen below the asterisk line, which records document issues from the records centre. Sharing the data base is useful to both parties, since the CLA staff can find if a document has been issued, and the records centre staff can determine whether documents have been withdrawn after a sale of property. On-line access eliminates the problems of delay in entering data (although a data input form does exist in case batch mode is necessary). Departments requesting the issue of documents must still complete a withdrawal slip, which is put in the document location in the storage area and given back to the department as a receipt when the document is returned. The transaction is then deleted from

Fig. 13 Location index, Durham Record Office.



```
30/09/82                              LOCATION OF DOCUMENTS BY STRONG ROOM                                               PAGE  80
RM BAY SH U       CLASS           DETAIL             M/FILM      STATUS        DATE          NOTES                 REF.
       LF X                                           REF                                                        NUMBER
03 097 01       Q/D/APPEALS    UNCATALOGUED                                              CORRESPONDENCE.       00178431
03 097 01       RD/DA          032                                                                             00141012
03 097 01       UD/SH          112-114                                                                         00126115
03 097 01       UD/SH          117                                                                             00126139

03 097 02       #VACANT        22...18INCHES                                                                   00186842
03 097 02       U/DCCMPA       034                                                                             00140458
03 097 02       E/DAR          006/006                                                                         00000359
03 097 02       E/DAR          006/009                                                                         00000373
03 097 02       E/DAR          006/037-039                                                                     00000438
03 097 02       E/DAR          006/061-108                                                                     00000488
03 097 02       E/DAR          006/126                                                                         00000517
03 097 02       E/DAR          006/135-142                                                                     00000555
03 097 02       E/DAR          006/147-159                                                                     00000579
03 097 02       E/DAR          006/164                                                                         00000593
03 097 02       E/DAR          010/177                                                                         00000933
03 097 02       E/DAR          014/001-004                                                                     00001066
03 097 02       E/DAR          014/005                                                                         00001078
03 097 02       E/DAR          014/009-010                                                                     00001092
03 097 02       E/DAR          014/014-033                                                                     00001119
03 097 02       E/DAR          014/070                                                                         00001133
03 097 02       E/DAR          014/073                                                                         00001157
03 097 02       E/DAR          014/082                                                                         00001171
03 097 02       E/DAR          014/095-096                                                                     00001200
03 097 02       E/DAR          014/099                                                                         00001224
03 097 02       E/DAR          014/102-103                                                                     00001248
03 097 02       E/DAR          014/122-140                                                                     00180147
03 097 02       E/DAR          017/004/003                                                                     00001585
03 097 02       E/DAR          017/006/001-003                                                                 00001626
03 097 02       E/DAR          018/005/018-020                                                                 00001781

03 097 03       D/AF           365-367                                                                         00181488
03 097 03       D/MCF          099                                                                             00126828
03 097 03       UD/SH          108-109                                                                         00126086

03 097 04 1     E/DAR          018/004/010-018                                                                 00180173
03 097 04 2     E/DAR          018/004/019-021                                                                 00180185
03 097 04 2     E/DAR          018/005/001-017                                                                 00001779
03 097 04 2     E/DAR          018/005/021                                                                     00001793
03 097 04 3     D/AF           491                                                                             00151483
03 097 04 3     E/DAR          014/113-114                                                                     00001262
03 097 04 3     E/DAR          014/119                                                                         00180161
03 097 04 3     E/DAR          017/003/006-007                                                                 00180109
03 097 04 3     E/DAR          017/004/006-007                                                                 00001602
03 097 04 3     E/DAR          018/002/001-012                                                                 00001690
03 097 04 3     E/DAR          018/003/009-011                                                                 00001717
03 097 04 3     RD/CS          282                                                                             00110659
03 097 04 4     D/GRE          001-006                                                                         00096396

03 097 05 1     E/DAR          017/002/004-006                                                                 00001535
03 097 05 1     E/DAR          017/003/008                                                                     00001561
03 097 05 1     E/DAR          017/004/004-005                                                                 00001597
03 097 05 1     E/DAR          017/005/001-011                                                                 00001614
03 097 05 2     E/DAR          017/005/012-021                                                                 00180197
03 097 05 2     E/DAR          017/006/004-010                                                                 00001638
03 097 05 2     E/DAR          017/007/001-005                                                                 00001640
03 097 05 3     E/DAR          018/001/001-002                                                                 00001664
03 097 05 3     E/DAR          018/001/007-008                                                                 00001688
03 097 05 3     E/DAR          018/003/012-017                                                                 00001731
```

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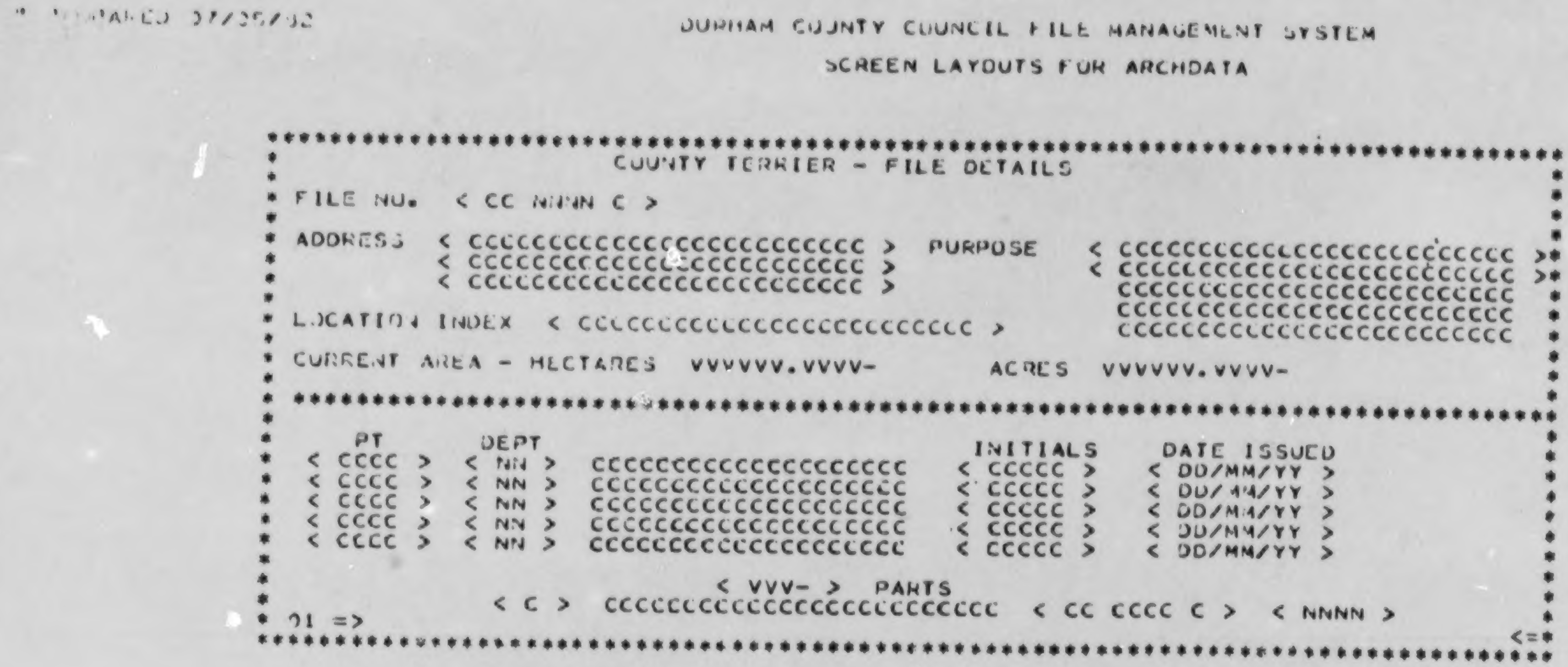
Fig. 14 Formatted screen for county terrier, Durham Record Office.



```
* PREPARED 07/05/82                    DURHAM COUNTY COUNCIL FILE MANAGEMENT SYSTEM
                                                SCREEN LAYOUTS FOR ARCHDATA

***************************************************************************************
*                          COUNTY TERRIER - FILE DETAILS                              *
* FILE NO.  < CC NNNN C >                                                             *
*                                                                                     *
* ADDRESS  < CCCCCCCCCCCCCCCCCCCCCCCC >  PURPOSE   < CCCCCCCCCCCCCCCCCCCCCCCCCC >*
*          < CCCCCCCCCCCCCCCCCCCCCCCC >            < CCCCCCCCCCCCCCCCCCCCCCCCCC >*
*          < CCCCCCCCCCCCCCCCCCCCCCCC >              CCCCCCCCCCCCCCCCCCCCCCCCCC  *
*                                                    CCCCCCCCCCCCCCCCCCCCCCCCCC  *
* LOCATION INDEX  < CCCCCCCCCCCCCCCCCCCCCCCCC >      CCCCCCCCCCCCCCCCCCCCCCCCCC  *
*                                                                                     *
* CURRENT AREA - HECTARES  VVVVVV.VVVV-       ACRES  VVVVVV.VVVV-                     *
*                                                                                     *
* *************************************************************************************
*                                                                                     *
*    PT        DEPT                                INITIALS     DATE ISSUED           *
* < CCCC >  < NN >  CCCCCCCCCCCCCCCCCCCC      < CCCCC >   < DD/MM/YY >               *
* < CCCC >  < NN >  CCCCCCCCCCCCCCCCCCCC      < CCCCC >   < DD/MM/YY >               *
* < CCCC >  < NN >  CCCCCCCCCCCCCCCCCCCC      < CCCCC >   < DD/MM/YY >               *
* < CCCC >  < NN >  CCCCCCCCCCCCCCCCCCCC      < CCCCC >   < DD/MM/YY >               *
* < CCCC >  < NN >  CCCCCCCCCCCCCCCCCCCC      < CCCCC >   < DD/MM/YY >               *
*                                                                                     *
*                           < VVV- >  PARTS                                           *
*               < C >  CCCCCCCCCCCCCCCCCCCCCCCCC  < CC CCCC C >  < NNNN >             *
* 01 =>                                                                            <=*
***************************************************************************************
```

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the data base.

A check on documents still outstanding on issue is run every six months. A printout can be obtained of documents issued and not returned (excluding those issued within a month of the check date) sorted first by department and then by the initials of the officer who requested the document. Copies of these listings are sent out to user departments during periodical audits.

DYFED ARCHIVES SERVICE

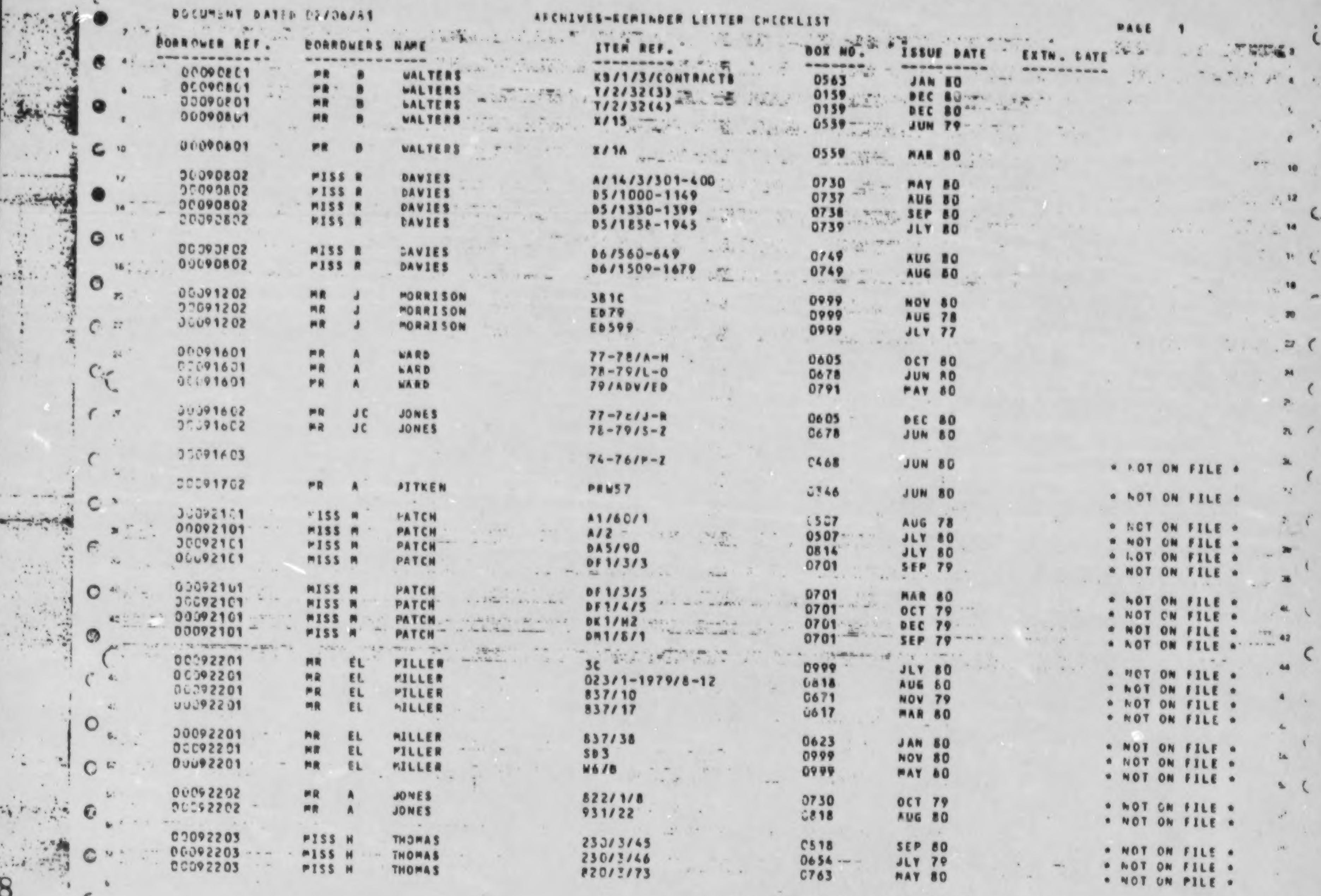
This system, known as CAR has already been fully described in Cook (1980). By August 1982 a total of 26,840 records had been input. Recent improvements include data preparation using key-to-disk (ICL Keyedit), which includes field formatting and validation. Likely future developments include the installation of an interactive terminal, producing a locations index, producing an index of property deeds (terrier correspondence files are already held in the system).

A computerised reminder system has also been introduced (Dyfed County Council 1981). This generates audit listings of documents issued after one month. The only complication experienced by Dyfed is that there are three repositories from each of which documents may be issued. There is provision for extending issue dates. Fig.15 is an example of the Reminder letter checklist. The computer used is an ICL 2960, and programming is done by the county's computer unit staff. There is periodical evaluation at general meetings of departmental administrative officers, convened by the County Archivist.

EAST SUSSEX COUNTY RECORD OFFICE

The systems in use at this record office were described in Bell and Roper (1975) and Cook (1980). The system for archival description (ARCAIC) was abandoned in 1981, and the system for the control of county council deeds (PARC) is not suitable for use on the new computer which is being installed. The record office expects to revert to manual operation in 1983.

Fig. 15 Printout of reminder letter check-list, Dyfed Archives Service.



```
DOCUMENT DATED 02/06/81                 ARCHIVES-REMINDER LETTER CHECKLIST
                                                                                          PAGE    1
BORROWER REF.   BORROWERS NAME                 ITEM REF.            BOX NO.  ISSUE DATE  EXTN. DATE
-------------   --------------                 ---------            -------  ----------  ----------
  00090801      MR    B     WALTERS            K9/1/3/CONTRACTS      0563     JAN 80
  00090801      MR    B     WALTERS            T/2/32(3)             0159     DEC 80
  00090801      MR    B     WALTERS            T/2/32(4)             0159     DEC 80
  00090801      MR    B     WALTERS            X/15                  0539     JUN 79

  00090801      MR    B     WALTERS            X/1A                  0559     MAR 80

  00090802      MISS  R     DAVIES             A/14/3/301-400        0730     MAY 80
  00090802      MISS  R     DAVIES             D5/1000-1149          0737     AUG 80
  00090802      MISS  R     DAVIES             D5/1330-1399          0738     SEP 80
  00090802      MISS  R     DAVIES             D5/1858-1965          0739     JLY 80

  00090802      MISS  R     DAVIES             D6/560-649            0749     AUG 80
  00090802      MISS  R     DAVIES             D6/1509-1679          0749     AUG 80

  00091202      MR    J     MORRISON           381C                  0999     NOV 80
  00091202      MR    J     MORRISON           ED79                  0999     AUG 78
  00091202      MR    J     MORRISON           ED599                 0999     JLY 77

  00091601      MR    A     WARD               77-78/A-H             0605     OCT 80
  00091601      MR    A     WARD               78-79/L-O             0678     JUN 80
  00091601      MR    A     WARD               79/ADV/ED             0791     MAY 80

  00091602      MR    JC    JONES              77-78/J-R             0605     DEC 80
  00091602      MR    JC    JONES              78-79/S-Z             0678     JUN 80

  00091603                                     74-76/P-Z             0468     JUN 80               * NOT ON FILE *

  00091702      MR    A     AITKEN             PRW57                 0346     JUN 80               * NOT ON FILE *

  00092101      MISS  M     PATCH              A1/60/1               0507     AUG 78               * NOT ON FILE *
  00092101      MISS  M     PATCH              A/2                   0507     JLY 80               * NOT ON FILE *
  00092101      MISS  M     PATCH              DA5/90                0816     JLY 80               * NOT ON FILE *
  00092101      MISS  M     PATCH              DF1/3/3               0701     SEP 79               * NOT ON FILE *

  00092101      MISS  M     PATCH              DF1/3/5               0701     MAR 80               * NOT ON FILE *
  00092101      MISS  M     PATCH              DF1/4/5               0701     OCT 79               * NOT ON FILE *
  00092101      MISS  M     PATCH              DK1/H2                0701     DEC 79               * NOT ON FILE *
  00092101      MISS  M     PATCH              DM1/5/1               0701     SEP 79               * NOT ON FILE *

  00092201      MR    EL    MILLER             3C                    0999     JLY 80               * NOT ON FILE *
  00092201      MR    EL    MILLER             023/1-1979/8-12       0818     AUG 80               * NOT ON FILE *
  00092201      MR    EL    MILLER             837/10                0671     NOV 79               * NOT ON FILE *
  00092201      MR    EL    MILLER             837/17                0617     MAR 80               * NOT ON FILE *

  00092201      MR    EL    MILLER             837/38                0623     JAN 80               * NOT ON FILE *
  00092201      MR    EL    MILLER             SD3                   0999     NOV 80               * NOT ON FILE *
  00092201      MR    EL    MILLER             W6/8                  0999     MAY 80               * NOT ON FILE *

  00092202      MR    A     JONES              822/1/8               0730     OCT 79               * NOT ON FILE *
  00092202      MR    A     JONES              931/22                0818     AUG 80               * NOT ON FILE *

  00092203      MISS  H     THOMAS             230/3/45              0518     SEP 80               * NOT ON FILE *
  00092203      MISS  H     THOMAS             230/3/46              0654     JLY 79               * NOT ON FILE *
  00092203      MISS  H     THOMAS             820/3/73              0763     MAY 80               * NOT ON FILE *
```

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GLASGOW UNIVERSITY ARCHIVES *

The University Archives has developed a system known as PARCH, for which there are experimental applications within the university, and which is designed to become available as an archival description package of wide application. Full descriptions are available, and the following brief description should be read in the context of these.

The design of PARCH has been directed primarily at providing a user-friendly system which can be quickly taken up by inexperienced users. There are unambiguous prompts built into the use of both the microcomputer-based data entry program as well as the main package of programs which are mounted on the university mainframe. Within GUA data entry to PARCH is done on a microcomputer which can be converted for use as a remote terminal linked directly to the mainframe via a shared terminal control point. Thus, documentary files transferred to and stored on the mainframe can be viewed and manipulated by PARCH in the archives department. All PARCH facilities are also provided at the terminals in the main computing centre. The programs are written in FORTRAN 77, which makes the system very portable. The following is a general summary of facilities.

1. Sorting can be carried out under alphabetical, hierarchical, chronological or mixed orders, and can be done under any field or combination of fields. Within GUA, sorting is done by class (type of document) and under indexing fields.

2. Cross-referencing: tagged words or delineated strings can be retrieved and permuted with or without context.

3. Updating: new material can be sorted into position by a single command.

4. Editing: pre-formatted entry codes, including index tags; output format may be altered, and fields included or omitted.

5. Searching for strings within fields or field combinations. The results of searches with or without including other fields in appropriate records may be reported in personalised printouts.

6. Counting: the system will calculate transactions or numerical information within fields subfields or combinations, allowing quantitative analysis.

7. Validation: if desired, automatic checks on data characteristics, line length and standard vocabulary can be applied to raw data.

8. Multisearch: programs used primarily for detailed analysis of historical information (e.g. 19th century personal bankruptcy and university matriculation data). User-friendly searching, channelling and counting facilities. Output in tabular format as

required.

The hardware used at present within GUA (none of which is obligatory for intending PARCH users) consists of two Superbrain DD and one Superbrain QD microcomputers, an NEC Spinwriter printer, and one VDU terminal. The microcomputers can also be converted for use as terminals via a shared TCP link in another department giving access to the (multiple ICL 2900 series) mainframe.

It is intended to continue the development of the PARCH package, and in particular it may be possible to produce a version configured for 16-bit microcomputers. There are proposals for adapting the system to the needs of records management programmes.

Fig.16 gives a specimen output.

[* Note: there has been significant further development of PARCH since the survey visit. Details are available from GUA].

GREATER LONDON COUNTY RECORD OFFICE

The GLCRO has embarked on an experimental project in which a temporary assistant archivist was employed from outside funds. The archive selected for the experiment was that of Guy's Hospital, amounting to an estimated 3000 record entries, including a wide cross-section of material (estate papers, minute books, maps, photographs, plans, etc). An initial pilot scheme was carried out which involved inputting 200 records from the Children's Hospital. There were difficulties in obtaining output to meet specific requirements, but the result was promising enough to allow the project to continue.

The system used was a variation of GOS, using as a data capture form an adaptation of the MDA's pictorial representation card. The adaptations provide more space for free text summary description and index boxes. Any field may be extended beyond the space provided on the first card. When this happens an arrow is marked at the end of the box and an 'x' in the relevant continuation box in the lefthand margin of the next card. The cards as they stand do not correspond closely to what is needed, and several printed fields are unused and are not listed below. The general data structure, outlined below, may be compared with the GOS adaptation used at the British Antarctic Survey.

Field label	Subfield	Content
Identification	Institution	
	Record office reference	
	Type of record	Volumes, papers etc
	Class title	Minutes of court,etc
	Number of items	
Contents	Summary	Free text; may be

Fig. 16 Specimen printout under PARCH, Glasgow University Archives.

```
                                                                      9
                              APPENDIX  THREE
B 53820
S MEDICAL EDUCATION COMMITTEE MINUTES, CORRESPONDENCE
A CONCERNING CO-ORDINATION OF FACILITIIES FOR MEDICAL EDUCATION AMONG VARIOUS
   INSTITUTIONS
E 1962-1965
M R.COURT
P FILE
A NUMBER
J MEDICAL EDUCATION-FACILITIES FOR

B 53861
S CORRESPONDENCE
A TO AND FROM PROFESSOR @J D/ROBSON@, DEPARTMENT OF MECHANICAL ENGINEERING, M
  AINLY CONCERNING EXPENSES
E 1966-1967
M R.COURT
P FILE
A NUMBER
J MECHANICAL ENGINEERING-DEPARTMENT OF

B 53979
S CORRESPONDENCE, MINUTES, GENERAL PAPERS
A CONCERNING CONFERENCE OF UNIVERSITY COURTS
E 1968/05/24
M R.COURT
P FILE
A NUMBER
J CONFERENCE OF UNIVERSITY COURTS

B 55334
S CORRESPONDENCE
A CONCERNING VARIOUS GIFTS TO THE UNIVERSITY, INCLUDING @LORD/KELVIN@'S CORON
  ETS AND PATENTS OF PEERAGE; @C R/MACKINTOSH@'S DESK; TASSIE MEDALLIONS OF @
  WILLIAM/CULLEN@; @LORD/BOYD@'S ARMCHAIRS; SIR @WILLIAM/MACEWEN@'S OPERATING
   TABLE
E 1962-1976
M R.COURT
P FILE
A NUMBER
J GIFTS AND BE[illegible]ESTS, PATENTS OF PEERAGE, TASSIE MEDALLIONS, OPERATING TABLE

B 55489
S LEGAL PAPERS
A CONCERNING THE SCHEME OF ADMINISTRATION BY THE PRINCIPALS OF THE FOUR SCOTT
  ISH UNIVERSITIES IN RESPECT OF AM FASGADH MUSEUM, <KINGUSSIE<
E 1956
M R.COURT
P TYPESCRIPT
A NUMBER
J AM FASGADH MUSEUM

B 55492
S CORRESPONDENCE
A FROM THE @TOWN CLERK@ GRANTING APPROVAL IN PRINCIPLE (WITH CONDITIONS) OF P
  ROPOSED DEVELOPMENT OF AN INSTITUTE OF GENETICS AT <CHURCH STREET<, <DUMBAR
  TON RD< AND THE <ANDERSON COLLEGE< DEVELOPMENT
E 1961
M R.COURT
P TYPESCRIPT
```

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		continued on another card Scale and size of maps and plans are given here.
Analysis	Concept	Subject index
	Date	
	Person/institution	Name index
	Place names	Place index
Store	Location	
	Recorder date	Initials of cataloguer
	Condition*	1=no repair needed 2=repair but not urgent 3=unfit for use
	Materials	May be used to record photographs
Previous identity number		Record of provenance

[* the contents of this field may be printed out separately and sent to the conservation department]

The card lacks any space to record an accession number although this is not regarded as a serious problem in the case of the archive under treatment. If the system is used more widely in the record office, the previous identity number will be replaced with the accession number. More detailed indexes would be needed for searchroom use.

The card in its present form does not provide space for class descriptions or headnotes. These may be typed separately and sent in with the processed data to the MDA. Initially, all data processing was done at MDA, but for the sake of economy cards are now input to the GLC computer by the county's data processing unit, which absorbs the costs, and sends on a magnetic tape for further processing at MDA.

Output formats are designed to accord with existing GLCRO catalogues. The whole catalogue of the Guy's Hospital archives will be printed out in book form with indexes at the back (personal and place names merged). As data input is still continuing, no final output has yet been seen, but the project is due for completion early in 1983.

Future plans include installing a dedicated direct line to the county's central computer, although the possibility of acquiring a microcomputer for the record office is also under consideration. If the Guy's Hospital project is successful, GOS will be used for extension to other holdings of the office, and a BCPL compiler will be acquired.

HOUSE OF LORDS RECORD OFFICE

This system, using STAIRS is described in Cook (1980), Bond

(1976) and House of Lords Factsheets No.3 (1980). The record office application is a listing of Acts of Parliament. There was a dedicated terminal linked to the GLC computer. Since 1980 the project has been suspended, after data covering only 15 years had been entered. This suspension was necessary purely for reasons of financial stringency; the system itself was held to be useful. When it is eventually resumed, there will be a powerful search facility. The uniform nature of the archives covered, however, meant that there was no need to adapt the formats already offered by the package.

HUMBERSIDE RECORD OFFICE: SOUTH HUMBERSIDE AREA

The Area Record Office has developed a system using microcomputers, for general archive management. The hardware comprises an Intertec Superbrain DD with 64K RAM and twin disk drives, and a Centronics 737 printer. The operating system is CP/M. The archivist in charge at the time, Mr Green, wrote his own programs in CBASIC language, and called the package SHARP.

The objective is to improve the productivity of the staff of this small record office. The rate of receipt of new accessions of archive material has risen consistently over recent years, rising from 350 linear metres in 1976 to 1300 linear metres in 1981. The rate of production of finding aids had to be increased in proportion (or better). An automated data base should allow for a single data entry, multiple output, automatic indexing, and a general reduction in routine clerical tasks.

Development is in three phases, the first of which became operational in April 1982.

1.Phase I. Archival description at series level is in seven fixed-length fields:

1) Group/series reference code
2) Title
3) Covering dates
4) Source/provenance
5) Accession date
6) Location
7) Notes

The program can sort by title, source or location, with a print-out of selected fields to yield an accession register (Fig.17), title index , shelf lists (Fig.18), source index, summary guide and a list of receipts. Two 162K disks will be needed to store this information.

2. Phase II. Archival description will be extended to item level, and five more fields will be provided:

1) Series number and title
2) Description and date of document
3) If the document is a deed: property, parties,

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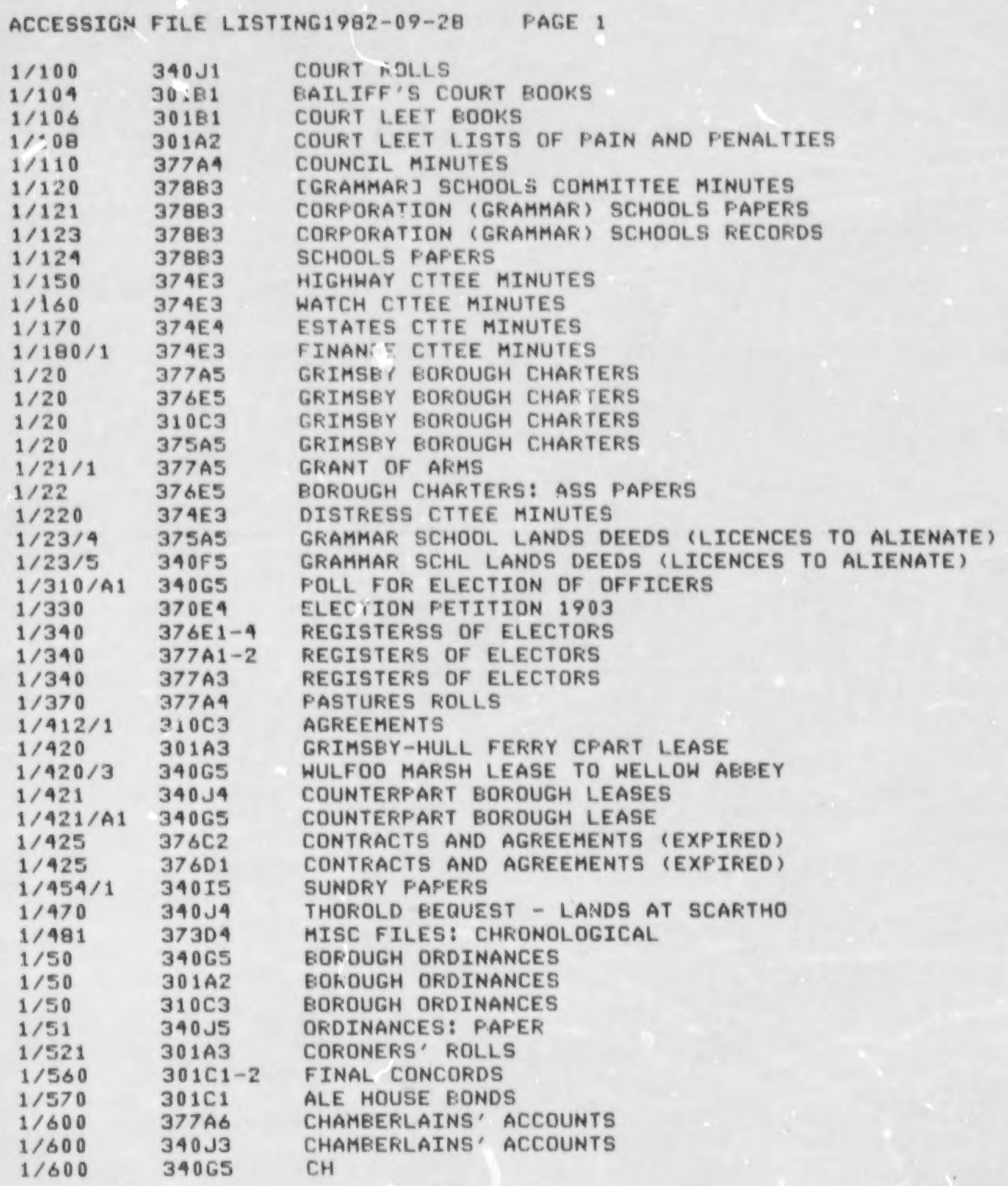
Fig. 17 Accessions register, South Humberside Area Record Office.



```
ACCESSION FILE LISTING1982-09-28    PAGE 1

1/100      340J1      COURT ROLLS
1/104      301B1      BAILIFF'S COURT BOOKS
1/106      301B1      COURT LEET BOOKS
1/108      301A2      COURT LEET LISTS OF PAIN AND PENALTIES
1/110      377A4      COUNCIL MINUTES
1/120      378B3      [GRAMMAR] SCHOOLS COMMITTEE MINUTES
1/121      378B3      CORPORATION (GRAMMAR) SCHOOLS PAPERS
1/123      378B3      CORPORATION (GRAMMAR) SCHOOLS RECORDS
1/124      378B3      SCHOOLS PAPERS
1/150      374E3      HIGHWAY CTTEE MINUTES
1/160      374E3      WATCH CTTEE MINUTES
1/170      374E4      ESTATES CTTE MINUTES
1/180/1    374E3      FINANCE CTTEE MINUTES
1/20       377A5      GRIMSBY BOROUGH CHARTERS
1/20       376E5      GRIMSBY BOROUGH CHARTERS
1/20       310C3      GRIMSBY BOROUGH CHARTERS
1/20       375A5      GRIMSBY BOROUGH CHARTERS
1/21/1     377A5      GRANT OF ARMS
1/22       376E5      BOROUGH CHARTERS: ASS PAPERS
1/220      374E3      DISTRESS CTTEE MINUTES
1/23/4     375A5      GRAMMAR SCHOOL LANDS DEEDS (LICENCES TO ALIENATE)
1/23/5     340F5      GRAMMAR SCHL LANDS DEEDS (LICENCES TO ALIENATE)
1/310/A1   340G5      POLL FOR ELECTION OF OFFICERS
1/330      370E4      ELECTION PETITION 1903
1/340      376E1-4    REGISTERSS OF ELECTORS
1/340      377A1-2    REGISTERS OF ELECTORS
1/340      377A3      REGISTERS OF ELECTORS
1/370      377A4      PASTURES ROLLS
1/412/1    310C3      AGREEMENTS
1/420      301A3      GRIMSBY-HULL FERRY CPART LEASE
1/420/3    340G5      WULFOO MARSH LEASE TO WELLOW ABBEY
1/421      340J4      COUNTERPART BOROUGH LEASES
1/421/A1   340G5      COUNTERPART BOROUGH LEASE
1/425      376C2      CONTRACTS AND AGREEMENTS (EXPIRED)
1/425      376D1      CONTRACTS AND AGREEMENTS (EXPIRED)
1/454/1    340I5      SUNDRY PAPERS
1/470      340J4      THOROLD BEQUEST - LANDS AT SCARTHO
1/481      373D4      MISC FILES: CHRONOLOGICAL
1/50       340G5      BOROUGH ORDINANCES
1/50       301A2      BOROUGH ORDINANCES
1/50       310C3      BOROUGH ORDINANCES
1/51       340J5      ORDINANCES: PAPER
1/521      301A3      CORONERS' ROLLS
1/560      301C1-2    FINAL CONCORDS
1/570      301C1      ALE HOUSE BONDS
1/600      377A6      CHAMBERLAINS' ACCOUNTS
1/600      340J3      CHAMBERLAINS' ACCOUNTS
1/600      340G5      CH
```

Fig. 18 Shelf list, South Humberside Area Record Office.

```
SLF LISTING1982-09-28    PAGE 1

30 FLOOR  342/20     WATER RATE (RENT) BKS
30 FLOOR  2/341      RATING VOUCHERS: CHANGES
301A1     1/993/23   HOUSING
301A2     282/-      MISC
301A2     25/40/2    GOAL DELIVERY COMMISSIONS
301A2     10508.1    PARKINSON PAPERS (361)
301A2     1/108      COURT LEET LISTS OF PAIN AND PENALTIES
301A2     208/9      MISC FROM 208/4,5
301A2     261/1      GY NARINERS GUILD
301A2     1/961      ROYAL COMM MUNI CORP6 - RELATIVE TO GY
301A2     1/50       BOROUGH ORDINANCES
301A3     1/721      EXCHEQUER COURT LAWSUIT PAPERS
301A3     1/420      GRIMSBY-HULL FERRY CPART LEASE
301A3     40/4       LEGAL PAPERS
301A3     1/521      CORONERS' ROLLS
301A3     1/611/1    TAX ASSESMENT
301A3     1/700/1    BAILIFFS' EXTENT BOOKS
301A3     1/720      CHANCERY LAWSUIT PAPERS
301A3     60/T35-44
301A3     311/41     NTH LINDSEY LIGHT RLY
301A3     261/2-10   GY MARINERS GUILD
301A3     282/14     MISC - SOUTH HUMBERSIDE MAP
301B1     1/104      BAILIFF'S COURT BOOKS
301B1     1/106      COURT LEET BOOKS
301B2     8/3        AINSLIE ST CEMETERY ACCOUNT BKS
301B2     16/1       BOARD OF GUARDIANS MINUTES
301B4     214/       TERRIERS 16,17 CENT ETC
301B4     239/-      MATTHEW HUMBERSTON CHARITY PAPERS
301C1     1/660      QUIETUS ROLLS
301C1     1/570      ALE HOUSE BONDS
301C1,3   25/30      SESSIONS PAPERS
301C1-2   1/560      FINAL CONCORDS
301C2     310/90/1   GY HOSP MANAGEMENT CTTEE - PHOTOGRAPH
301C2     377/1      ROYAL ANT ORDER OF BUFFALOES - MEET NOTICE
301C2     23/50/2    PRESS CUTTINGS
301C2     23/30      PHOTOGRAPHS
301C2     1/620      CHAMBERLAINS' VOUCHERS
301C3-4   244/-      THOROLD PAPERS
310C2     1/85       PARLIAMENTARY BILL PLANS
310C2     3/718/171
310C3     1/20       GRIMSBY BOROUGH CHARTERS
310C3     1/50       BOROUGH ORDINANCES
310C3     1/412/1    AGREEMENTS
310D4     379/-      MAW PAPERS
331A1-2   1/865      ELECTRICITY SUPPLY PAPERS
331A4     3/618      SPECIAL PLAN SERIES
331A5-7   383/1      GY HEALTH DIST MINUTES
```

description. Other types of specialised document may be provided for.

4) List/section/class code

5) Temporary identification number, machine-generated.

The information will be sorted by list/section/class code and then by date. After this, the temporary identification number may be replaced by a permanent one, and the system will provide a concordance of these numbers. Output will be a standard list similar in format to the previous manual ones. When data has been input to cover all the office's holdings (rather a long-term prospect) it is estimated that 80-100 disks will be needed.

The next stage will be to go through the sorted list and add index terms (name,place,subject). The subject index would be thesaurus controlled, the thesaurus being continuously updated. It is expected to contain a vocabulary of 1000-2000 terms with cross-referencing; the place index vocabulary will contain 200 recognised terms (most importantly parishes/hamlets in the area), and the names index will have about 1000 terms. At present, preparatory work is being done by a temporary worker. There is also a control for dates based upon the conversion of regnal years etc into day,month,year (known as CHENEY, since the Handbook of Dates is the essential reference book).

3. Phase III will be mainly a development of retrieval facilities. A search program will be installed, which will involve a two-stage procedure. In the first stage the central index disk will be searched. The operator will then find and insert the appropriate listing disk and the item or series lists relevant to the enquiry will be displayed or printed out.

There is a longer-term plan for further development, to include information on the following:

1) Conservation history, linked to each item entry
2) Production system: the present whereabouts of a particular document and its availability for searchroom use.
3) Annual list of accessions
4) Letters of acknowledgement to depositors*
5) Standard letters replying to enquiries, which would incorporate item listings derived from the data base*
6) Records management: stock lists, reports on issues of records, listings of action dates.

[*Output would be produced by linking the system to a word-processor]

These long-term objectives cannot be attained with the existing hardware. Hard disks would be needed (probably by Phase III) to increase efficiency in the handling of stored data, and particularly to remove the need for constant manual changes of disk. Further improvements would result from changing the language of the program from CBASIC to either STOIC or FORTH. It is also intended to introduce changes in data formats to conform to a general data standard when one is produced.

Eventually a multi-user system could be established, with additional terminals at the Humberside Record Office at Beverley.

IMPERIAL CHEMICAL INDUSTRIES PLC
(HEAD OFFICE)

Some of the holdings both of the records centre and of the archives are indexed using a standard KWIC system. Data is input by manual entries on a punching sheet, which is then processed by the computer service section of the Corporate Information Unit.

IMPERIAL COLLEGE OF SCIENCE AND TECHNOLOGY

In the College Archives, computerisation of the archives and records management systems is still in the early stage of development, in consultation with the data processing staff. At Easter 1982 word processing software was acquired, and the archives department now has its own VDU and printer, which provide a link with the central PDP 11-34 computer.

Extensive use is being made of the word processor. All records management lists are produced on this machine using the existing transfer lists as input forms. Data is held on disks pending the completion of facilities for transferring it to mainframe. A Guide to Imperial College Archives has also been published by means of the word processor.

Additionally a specification has been provided by the College Archivist: this provides for listings suitable for the control of administrative documentary files and also archival descriptions. Output under the new system should resemble manually produced output as closely as possible.

The data structure for the records management data base should contain 7 fields:

1) Reference
2) Documentary file title
3) Covering dates
4) Review date
5) Destruction date
6) Transfer to archive date
7) Other instructions (e.g. indefinite retention in office)

A draft data structure for archival descriptions is being worked out within the general framework of the Specialist Repositories Group draft data standard.

IMPERIAL WAR MUSEUM

A system developed for the archives is described in Orna and Pettitt (1980, pp.175-176). It is known as APPARAT (Archive Preservation Programme and Retrieval by Automated Techniques), and is primarily intended to administer the film and sound archives. The system produces the normal catalogues under reference number, with bibliographic information and indexes. There is an on-line search facility. A strong feature is the publication of output in the form of COM fiche.

LIVERPOOL UNIVERSITY ARCHIVES

The records management system (CMF) used here is described in Cook (1979) and (1980). This is a locally programmed package which gives lists in three printout forms, with a crude search facility.

FAMULUS and EXTRACT (a bibliographic package developed at Leeds University) are used for practical instruction of student archivists. In addition, the Oxford Concordance Program is used as a means of producing KWIC indexes from archival texts.

MUSEUM DOCUMENTATION ASSOCIATION

The Association have developed a package known as GOS, which is capable of storing and updating records with a hierarchical internal structure containing varying degrees of complexity, and of indexing and retrieving information from such records. A full description of the system is given in the Guide to GOS (MDA 1980) and other literature produced by the MDA. A feature of it is that it is written in BCPL language. It was completed in its essentials in 1978 in response to the need for processing museum records within the data specifications developed by IRGMA. In consequence, some of the programs (called processors by MDA) which make up the package will be irrelevant in an archival context, although from the point of view of the user this is not a factor of importance. The system contains an apparatus of programs sufficient to carry out any of the procedures normal in archival description. The system is in use in at least three archives services that have been observed in this survey, and reference should be made to these: British Antarctic Survey, Greater London Record Office, and the National Maritime Museum.

Portability is an important objective of the designers of this system. The MDA claim that it is very successful in this respect compared with other major packages. However at present portability is restricted by its dependence on the Cambridge computer service, and by the need to take on the bureau services of the MDA. These limitations will be radically changed when the microcomputer package being developed at present is introduced.

The MDA operates as a bureau service for all UK Area Museum Councils and national museums and there are three ways in which access to GOS can be achieved.

1. The MDA can provide data preparation and processing facilities on behalf of any institution which wishes to use GOS.
2. An existing implementation of GOS can be used on another machine independently of the MDA, but under licence from them.
3. GOS can be set up on a new machine. MDA's licence will be needed for this, and a BCPL compiler will be necessary.

Use of GOS requires an annual licence fee; alternatively a fee must be paid for work carried out by the bureau. At present the MDA is preparing a series of application packages to enable GOS to carry out specific tasks. The first of these (the Object Applications Package) has been available since April 1981. Although at present GOS is designed to work in batch mode, typically with processing being done at the bureau, the MDA recognise the need to develop a microcomputer-based package and have bought the hardware for research and development. Over the next five years considerable software development is expected to take place, enabling GOS to be used on all types of computer, from micro to mainframe. Research is also being done into developing GOS for handling bibliographical data, although there are already operational bibliographical uses at the National Maritime Museum and the University of Cambridge.

Glasgow University Archives submitted a paper to the Methods of Listing working party of the Specialist Repositories Group in the summer of 1982. This critique, called Possible GOS Problems, concentrated on the (a) the rather specialised language in which the system is written [however, BCPL compilers are available], and (b) some data formats which are peculiar to GOS and therefore reduce portability. It might be said that this criticism comes from a potential rival some allowance should be made for this. However this is the only comment on it as a practical system for archives that has appeared in the literature. GOS is of course mainly used for museum applications.

The survey team submitted some specimen archival lists to the MDA for processing as a test case. The results of this experiment are presented in Figs.19-22. We are indepted to Ms Llywela Hopkins for this work, which of course speaks for itself.

Fig. 19 Headnote listing, M.D.A.

/11 Records of the Research Laboratory of the Liverpool School of Tropical Medicine, Runcorn
see also: For photographs of Crofton Lodge, the exterior, interior, paddock, staff lodging house see TM/14/TOD 14 1P-15P

--------**--------

/11 The Research Laboratory of the Liverpool School of Tropical Medicine, Runcorn, 1904-14

Introduction

The School acquired three small terraced cottages at Crofton Lodge, Runcorn, in September 1904. The premises were adapted to laboratory uses and an account of the accommodation with photographs appears on p.33 and opposite p.26 and 30 of the Historical Record 1899-1920. Of particular advantage were the facilities for housing large animals for experimental purposes. The work of the laboratory concentrated on maintaining strains of living parasites for students and research purposes and on studying material brought back by the School's various expeditions (see Annual Report 1906, p.4). Dr. Thomas, the first Director, continued the work with trypanosomes which he had started in the Johnston laboratory on material brought back from the Gambia in 1903 by Dr. J.E. Dutton. He had been appointed research assistant in 1903 specifically to carry on in England the work of the expeditions of Drs. Todd and Dutton, his salary for the first two years being paid by Dr. Todd. At Runcorn, Dr. Thomas did the initial research which led to the development of atoxyl as the first effective treatment for trypanosomiasis. Trypanosomes causing many different diseases including mal de caderas, nagana, piroplasma canis and sleeping sickness were maintained and investigated. To these in 1905 were added ticks and the spirochaetes causing relapsing fever in man. The records also show Dr. Warrington Yorke, after whom a department of chemotherapy was later named by the School, amongst other researches, carrying on the search for compounds effective against trypanosomes, as well as testing various pesticides. In Nov. 1914 the laboratory was closed due to the difficulties of war-time. The premises were taken over by Messrs. Evans and Webb (now Evans Medical Supplies) (see op.cit. p.53). However, no notice of this appears in the annual reports and Dr. Blacklock continued to be described as director of the research laboratories until 1919.

The Records

The Records of the laboratory were kept in the School library in a metal trunk labelled "Letters, Strain Books, etc. from Runcorn Lab.". A typed inventory, now TM/11/1, accompanied the records. The bracketed numbers at the end of entries in this present list refer to the corresponding entries in that inventory.

Staff Research Laboratory, Runcorn

Directors (previously research assistant L.S.T.M. from Sep. 1903), Thomas, Harold Wolferstan (Sep. 1904-Apr. 1905.), Directors, Todd, Lancelot Todd (Apr. 1906-Apr. 1907), Breinl, Anton (May 1907-Oct. 1909), Yorke, Warrington (Oct 1909-Dec 1913) and Blacklock, Donald Breadalbane (Mar.

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Fig. 20 Item listing M.D.A.

1914-Nov 1914 - or 1919).
Research Assistants (research demonstrator), Tobey, Edward Nelson (1906), Hannington, John A B (1906), Hindle, Edward (1907-Nov 1908) and Nierenstein, Maximilian (Feb 1908-Apr 1909); Research Assistants, Yorke, Warrington (May 1909-Oct 1909), Nauss, Ralph Welty (Apr 1911) and Blacklock, Donald Breadalbane (Apr. 1911-Mar. 1914), Secretary and Illustrator, Brookfield, Anne Maud (1906-Dec. 1913) Assistant Secretary, Phillips, Kathleen (1907)

--------**--------

TM/11/1. General.
List entitled "List of Some Old Laboratory Animal Records and Literatures", being a numbered list of the contents of a metal trunk labelled "Letters, Strain Books, etc from Runcorn Lab."; (The numbers in this list are given in brackets at the end of the entries in the present list). n.d.
animal, Runcorn Lab, lab

(2 pages, typescript)

--------**--------

TM/11/2
1: 1 - 2 Correspondence.
General correspondence filed alphabetically by subject (1) 1907 - 1911
1: 1 (labelled) Breinl, Dr.
1: 2 (labelled) Yorke, Dr.

(2 hard-backed ring files)

--------**--------

TM/11/3. Scientific work.
Volume labelled (in Dr. Todd's handwriting) "literature of Trypanosomiasis according to Authors", covers papers dated 1879 - 1903 (7). 1879 - 1903
Trypanosomiasis, Todd, Dr

(1 quarto hard-cover book with alphabetical thumb index).

--------**--------

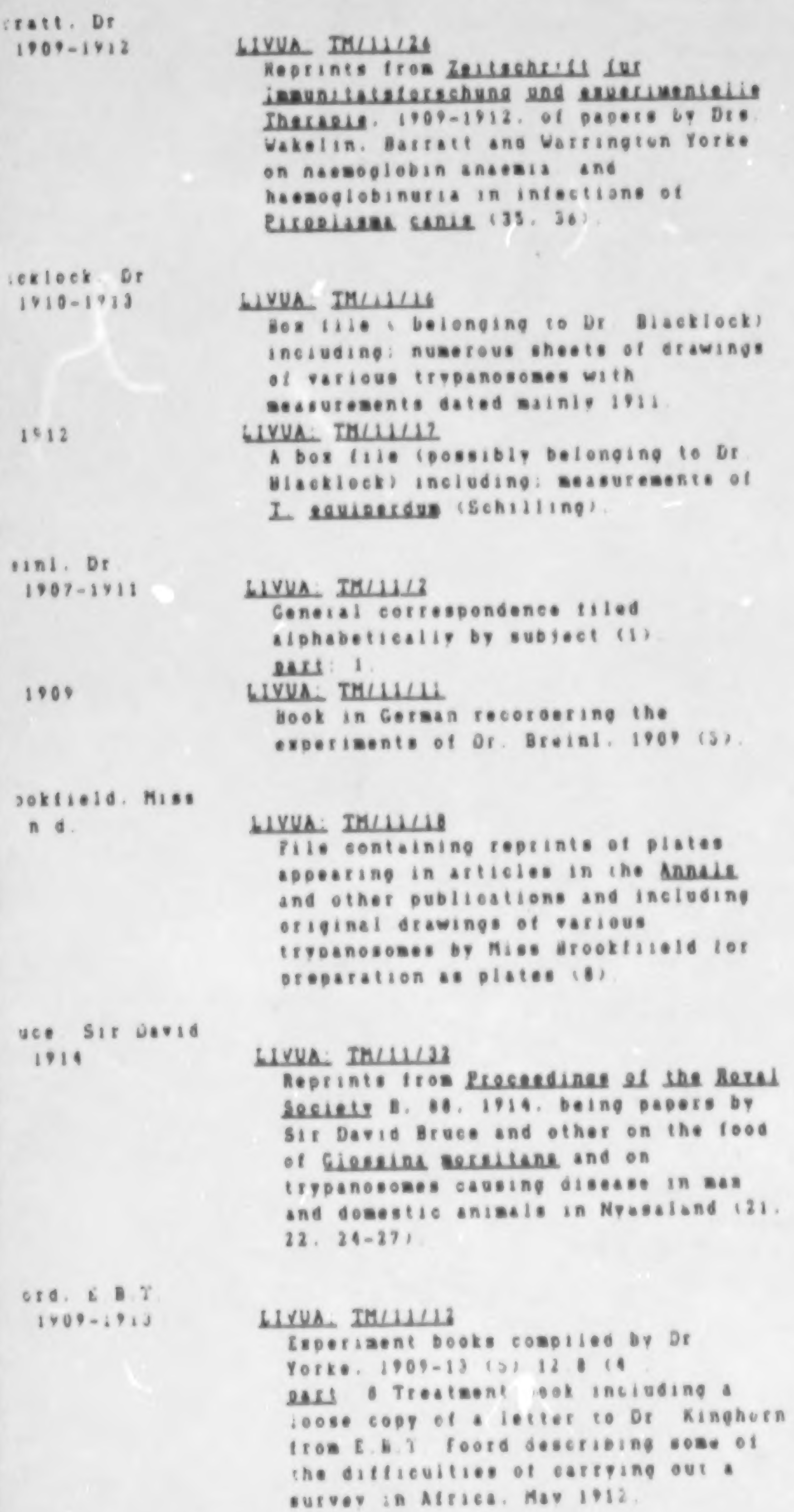
TM/11/4. Scientific work.
Volume labelled "Literature Piroplasma", containing at the beginning references for the history of the cultivation of trypanosomes, 1905-09, p.31 foll. references for piroplasma, 1903-12 (in Dr. Yorke's handwriting) (6) 1903 - 1912
Piroplasma, York, Dr

(1 quarto hard-cover exercise book)

--------**--------

73

Fig. 21 Name index M.D.A.



ratt, Dr
1909-1912
LIVUA: TM/11/24
Reprints from Zeitschrift fur immunitatsforschung und experimentelle Therapie, 1909-1912, of papers by Drs Wakelin, Barratt and Warrington Yorke on haemoglobin anaemia and haemoglobinuria in infections of Piroplasma canis (35, 36).

cklock, Dr
1910-1913
LIVUA: TM/11/16
Box file (belonging to Dr Blacklock) including: numerous sheets of drawings of various trypanosomes with measurements dated mainly 1911.

1912
LIVUA: TM/11/17
A box file (possibly belonging to Dr Blacklock) including: measurements of T. equiperdum (Schilling).

einl, Dr
1907-1911
LIVUA: TM/11/2
General correspondence filed alphabetically by subject (1)
part: 1.

1909
LIVUA: TM/11/11
Book in German recordering the experiments of Dr. Breinl, 1909 (3).

ookfield, Miss
n.d.
LIVUA: TM/11/18
File containing reprints of plates appearing in articles in the Annals and other publications and including original drawings of various trypanosomes by Miss Brookfield for preparation as plates (8).

uce, Sir David
1914
LIVUA: TM/11/32
Reprints from Proceedings of the Royal Society B, 88, 1914, being papers by Sir David Bruce and other on the food of Glossina morsitans and on trypanosomes causing disease in man and domestic animals in Nyasaland (21, 22, 24-27).

ord, E.B.T.
1909-1913
LIVUA: TM/11/12
Experiment books compiled by Dr Yorke, 1909-13 (5) 12.8 (4
part 8 Treatment book including a loose copy of a letter to Dr Kinghorn from E.B.T. Foord describing some of the difficulties of carrying out a survey in Africa, May 1912.

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Fig. 22 Subject index M.D.A.

awings	LIVUA: TM/11/16 Box file (belonging to Dr. Blacklock) including: numerous sheets of drawings of various trypanosomes with measurements dated mainly 1911
periment	LIVUA: TM/11/11 Experiment book. Aug. 1910-Feb. 1911, chiefly concerned with changes in blood colour caused by nagana (5).
periments	LIVUA: TM/11/7 Experiments in the treatment of trypanosomiasis by various chemical compounds including atoxyl, 1906-1909, first two books in Dr. Nierensteins' handwriting (5).
respondence	LIVUA: TM/11/1 General correspondence filed alphabetically by subject (1).
eral	LIVUA: TM/11/1 List entitled "List of Some Old Laboratory Animal Records and Literatures", being a numbered list of the contents of a metal trunk labelled "Letters, Strain Books, etc. from Runcorn Lab.".
al	LIVUA: TM/11/1 List entitled "List of Some Old Laboratory Animal Records and Literatures", being a numbered list of the contents of a metal trunk labelled "Letters, Strain Books, etc. from Runcorn Lab.". LIVUA: TM/11/15 Series of six "Animal Experiments" books recording on a separate page each experiment in a series, giving date, object of experiment and case history (2).
game	LIVUA: TM/11/24 Report summarising the work of the Sleeping Sickness Commission entitled "Sleeping Sickness and Big Game" (16)
estic animals	LIVUA: TM/11/22 Reprints from Proceedings of the Royal Society B, 88, 1914, being papers by Sir David Bruce and other on the food of Glossina morsitans and on trypanosomes causing disease in man and domestic animals in Nyasaland (21, 22, 24-27).
es	LIVUA: TM/11/20 Envelope labelled "Transmission Exp. with Flies" and "Wallace Tick Exp. Also Charts" with two empty envelopes probably formerly containing material now in TM/11/21.

INDEX

INDEX 4

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NATIONAL MARITIME MUSEUM

The Manuscripts Department of the NMM began to use GOS at the end of 1978 to create an index of all documents in the archive which are written,signed or annotated by Nelson. This was done for security reasons and to aid research, references being scattered amongst a multiplicity of different documents and deposits.

A survey was carried out to discover which documents should be included. These were listed by conventional means and input to a floppy disk machine (COMM STOR) at NMM. The data was sorted by the computer at Cambridge University, a telephone link being used. An example of the crude input material, demonstrating the use of tags, is Fig.23. The data structure was as follows:

1) Date
2) Place
3) Ship Nelson was on at the time of writing
4) Name of recipient of letter
5) Type of document (autograph, holograph etc)
6) Number of papers
7) Location.

Further fields or subfields could be added if required (for example, to identify copies of letters and other related papers). A printout was received for proof-reading (Fig.24). Amendments were done by editing at the terminal.

Output was produced in seven forms (Figs.25-31):

1) Record number order
2) Class mark order (archival reference code)
3) Date order
4) Nelson's itinerary [actually a place-name index]
5) Letter recipient order
6) Items in place of writing order
7) Items in type of document order.

All this information has been printed out on two microfiches, which may be sent to interested institutions.

More recently a second computer application was adopted to compile the second part of the Guide to Manuscripts. As with the former, the package used was PETREL. Like all remote operation, the telephone link to Cambridge was found to be inconvenient. It was decided to amalgamate Guide I (arranged and produced manually) with Guide II so that a cumulative index could be obtained. The whole operation took roughly nine to ten months to complete. The output on magnetic tape was used to make camera-ready copy from which printed copies were made.

At present three microcomputers have been bought for use in-house, specifically to make use of the PETREL system. These are 2 Gremenco System 1 machines, and one Gremenco System 2. These machines are primarily for use in the Library and in the Picture department, and it is unlikely that there will be further

Fig. 23 Crude input format with GCS tags, National Maritime Museum.

INPUT FORMAT

```
J1184
<s i <d m
<s ha <t 10 Oct 1805 <c Atlantic/off Cadiz <v Victory 1765
     <p Freemantle, Thomas Francis 1765-1819
<s d <d a <n p1
<s hl <x VAL/14b
*

J1185
<s i <d g
<s ha <t 1 Jul 1778 <c Port Royal#Jamaica#West Indies <v Lowestoffe 1761
<s d <d a <n p1
<s hl <x ADM/L/L/220
*

J1186
<s i <d l
<s ha <t 20 Aug 1787 <c Nore#Kent#UK <v Boreas 1774
     <p Middleton, Charles 1726-1813
<s d <d h <n p1
<s hl <x MID/
*

J1187
<s i <d l
<s ha <t 30 Aug 1787 <c Nore#Kent#UK <v Boreas 1774
     <p Middleton, Charles 1726-1813
<s d <d h <n p2
<s hl <x MID/
*

J1188
<s i <d r
<s ha <t 31 May 1788 <c Cavendish Square#London#UK
     <p Middleton, Charles 1726-1813
<s d <d h <n p2
<s hl <x MID/
*

J1189
<s i <d l
<s ha <t [May 1788 <c London#UK
     <f Higgins & Wilkinson <b Messrs <g Antigua
<s d <d h <n p2
<s hl <x MID/
*
```

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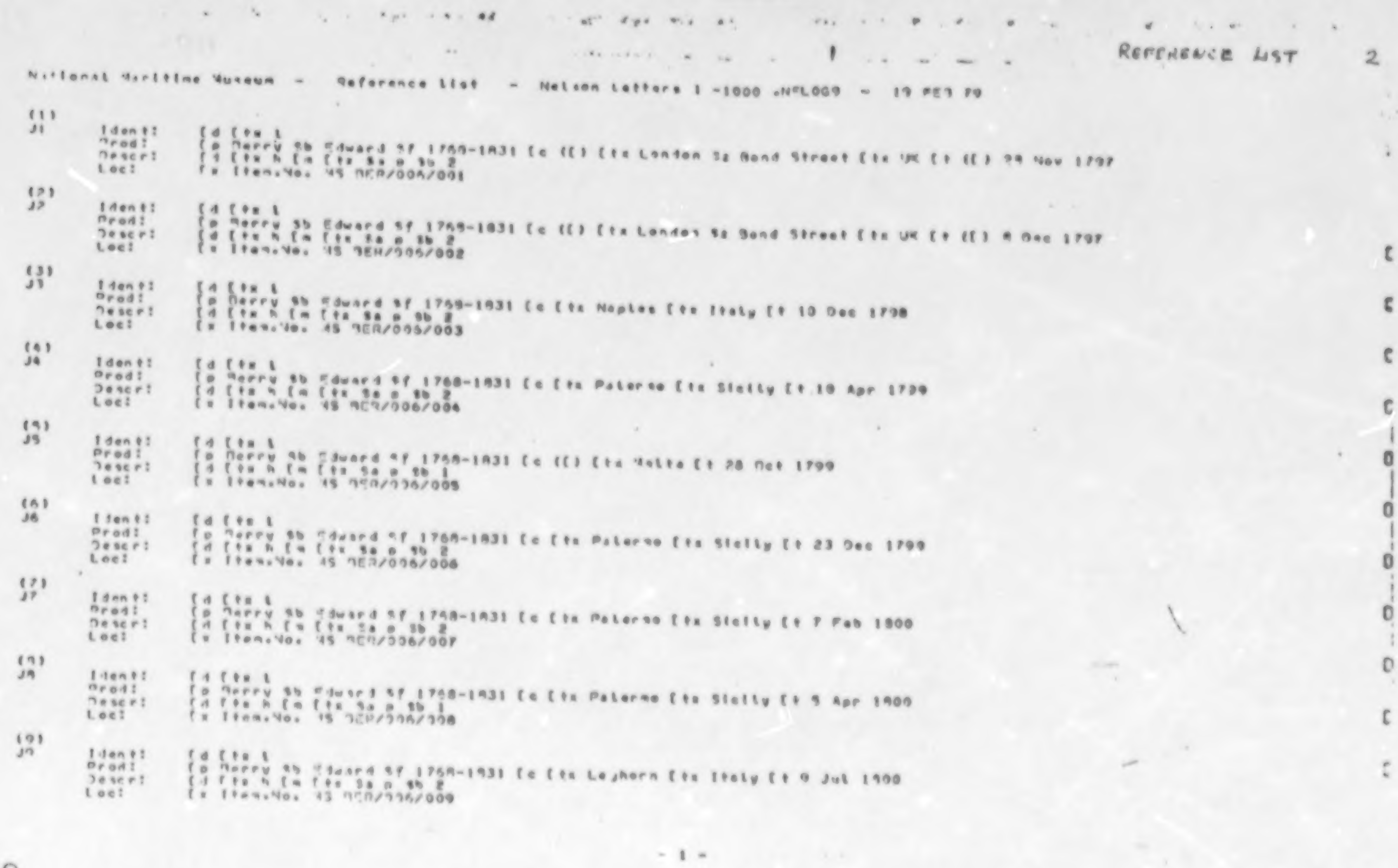
Fig. 24 Printout for proof-reading, National Maritime Museum.



REFERENCE LIST 2

```
National Maritime Museum  -   Reference List  -  Nelson Letters 1 -1000 .NFLOG9  -  19 FEB 79

(1)
J1      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c ([) [tx London $z Bond Street [tx UK [t ([) 29 Nov 1797
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/001
(2)
J2      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c ([) [tx London $z Bond Street [tx UK [t ([) 8 Dec 1797
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/002
(3)
J3      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Naples [tx Italy [t 10 Dec 1798
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/003
(4)
J4      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Palermo [tx Sicily [t 10 Apr 1799
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/004
(5)
J5      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c ([) [tx Malta [t 28 Oct 1799
        Descr:    [d [tx h [m [tx $a p $b 1
        Loc:      [x Item.No. 45 BER/006/005
(6)
J6      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Palermo [tx Sicily [t 23 Dec 1799
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/006
(7)
J7      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Palermo [tx Sicily [t 7 Feb 1800
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/007
(8)
J8      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Palermo [tx Sicily [t 5 Apr 1800
        Descr:    [d [tx h [m [tx $a p $b 1
        Loc:      [x Item.No. 45 BER/006/008
(9)
J9      Ident:    [d [tx L
        Prod:     [p Berry $b Edward $f 1768-1831 [c [tx Leghorn [tx Italy [t 9 Jul 1800
        Descr:    [d [tx h [m [tx $a p $b 2
        Loc:      [x Item.No. 45 BER/006/009

                                  - 1 -
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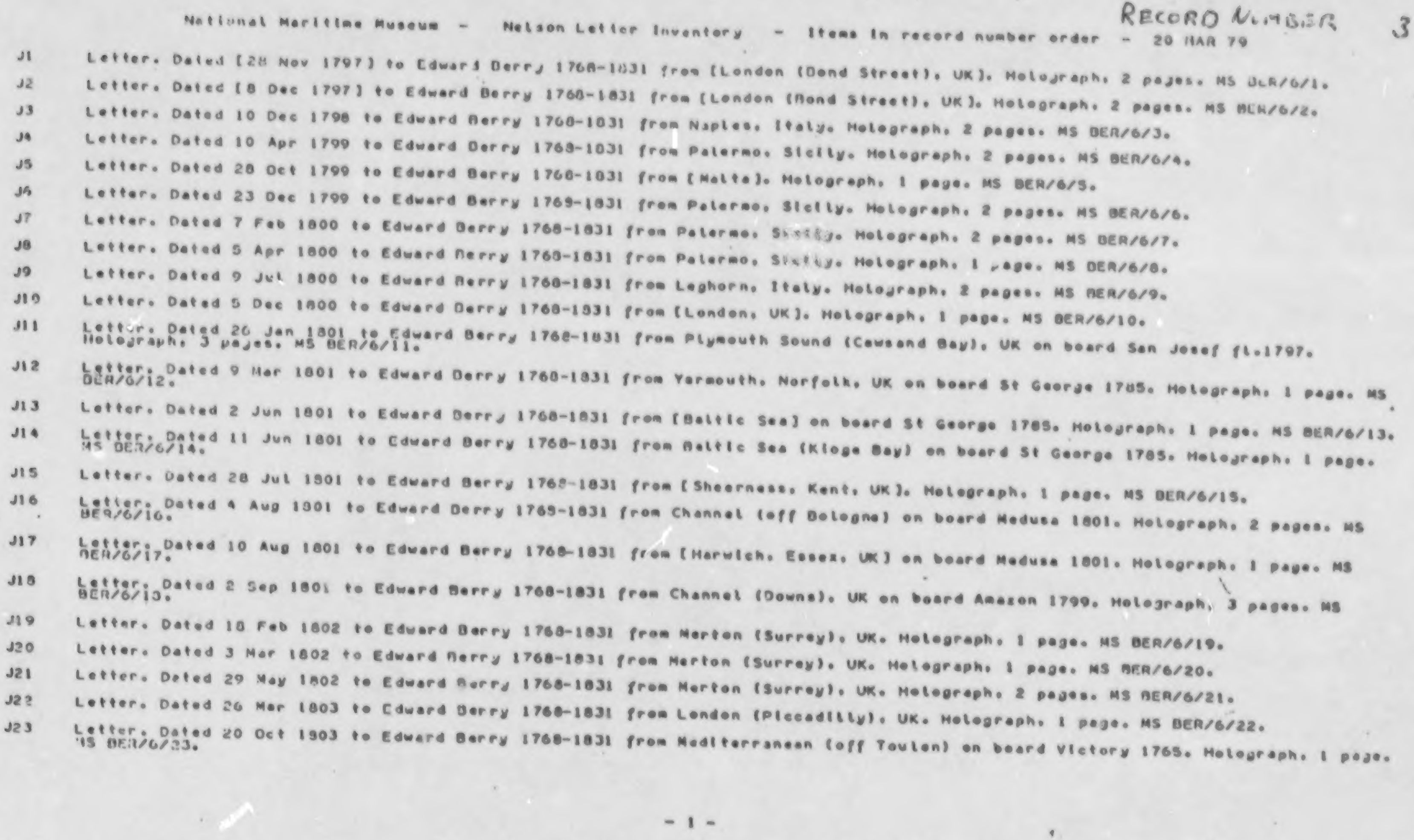
Fig. 25 Listing in Record number order, National Maritime Museum.



RECORD NUMBER 3

```
            National Maritime Museum  -  Nelson Letter Inventory  -  Items in record number order  -  20 MAR 79
J1     Letter. Dated [28 Nov 1797] to Edward Berry 1768-1831 from [London (Bond Street), UK]. Holograph, 2 pages. MS BER/6/1.
J2     Letter. Dated [8 Dec 1797] to Edward Berry 1768-1831 from [London (Bond Street), UK]. Holograph, 2 pages. MS BER/6/2.
J3     Letter. Dated 10 Dec 1798 to Edward Berry 1768-1831 from Naples, Italy. Holograph, 2 pages. MS BER/6/3.
J4     Letter. Dated 10 Apr 1799 to Edward Berry 1768-1831 from Palermo, Sicily. Holograph, 2 pages. MS BER/6/4.
J5     Letter. Dated 28 Oct 1799 to Edward Berry 1768-1831 from [Malta]. Holograph, 1 page. MS BER/6/5.
J6     Letter. Dated 23 Dec 1799 to Edward Berry 1768-1831 from Palermo, Sicily. Holograph, 2 pages. MS BER/6/6.
J7     Letter. Dated 7 Feb 1800 to Edward Berry 1768-1831 from Palermo, Sicily. Holograph, 2 pages. MS BER/6/7.
J8     Letter. Dated 5 Apr 1800 to Edward Berry 1768-1831 from Palermo, Sicily. Holograph, 1 page. MS BER/6/8.
J9     Letter. Dated 9 Jul 1800 to Edward Berry 1768-1831 from Leghorn, Italy. Holograph, 2 pages. MS BER/6/9.
J10    Letter. Dated 5 Dec 1800 to Edward Berry 1768-1831 from [London, UK]. Holograph, 1 page. MS BER/6/10.
J11    Letter. Dated 26 Jan 1801 to Edward Berry 1768-1831 from Plymouth Sound (Cawsand Bay), UK on board San Josef fl.1797.
       Holograph, 3 pages. MS BER/6/11.
J12    Letter. Dated 9 Mar 1801 to Edward Berry 1768-1831 from Yarmouth, Norfolk, UK on board St George 1785. Holograph, 1 page. MS
       BER/6/12.
J13    Letter. Dated 2 Jun 1801 to Edward Berry 1768-1831 from [Baltic Sea] on board St George 1785. Holograph, 1 page. MS BER/6/13.
J14    Letter. Dated 11 Jun 1801 to Edward Berry 1768-1831 from Baltic Sea (Kioge Bay) on board St George 1785. Holograph, 1 page.
       MS BER/6/14.
J15    Letter. Dated 28 Jul 1801 to Edward Berry 1768-1831 from [Sheerness, Kent, UK]. Holograph, 1 page. MS BER/6/15.
J16    Letter. Dated 4 Aug 1801 to Edward Berry 1768-1831 from Channel (off Bologne) on board Medusa 1801. Holograph, 2 pages. MS
       BER/6/16.
J17    Letter. Dated 10 Aug 1801 to Edward Berry 1768-1831 from [Harwich, Essex, UK] on board Medusa 1801. Holograph, 1 page. MS
       BER/6/17.
J18    Letter. Dated 2 Sep 1801 to Edward Berry 1768-1831 from Channel (Downs), UK on board Amazon 1799. Holograph, 3 pages. MS
       BER/6/18.
J19    Letter. Dated 18 Feb 1802 to Edward Berry 1768-1831 from Merton (Surrey), UK. Holograph, 1 page. MS BER/6/19.
J20    Letter. Dated 3 Mar 1802 to Edward Berry 1768-1831 from Merton (Surrey), UK. Holograph, 1 page. MS BER/6/20.
J21    Letter. Dated 29 May 1802 to Edward Berry 1768-1831 from Merton (Surrey), UK. Holograph, 2 pages. MS BER/6/21.
J22    Letter. Dated 26 Mar 1803 to Edward Berry 1768-1831 from London (Piccadilly), UK. Holograph, 1 page. MS BER/6/22.
J23    Letter. Dated 20 Oct 1803 to Edward Berry 1768-1831 from Mediterranean (off Toulon) on board Victory 1765. Holograph, 1 page.
       MS BER/6/23.

                                                    - 1 -
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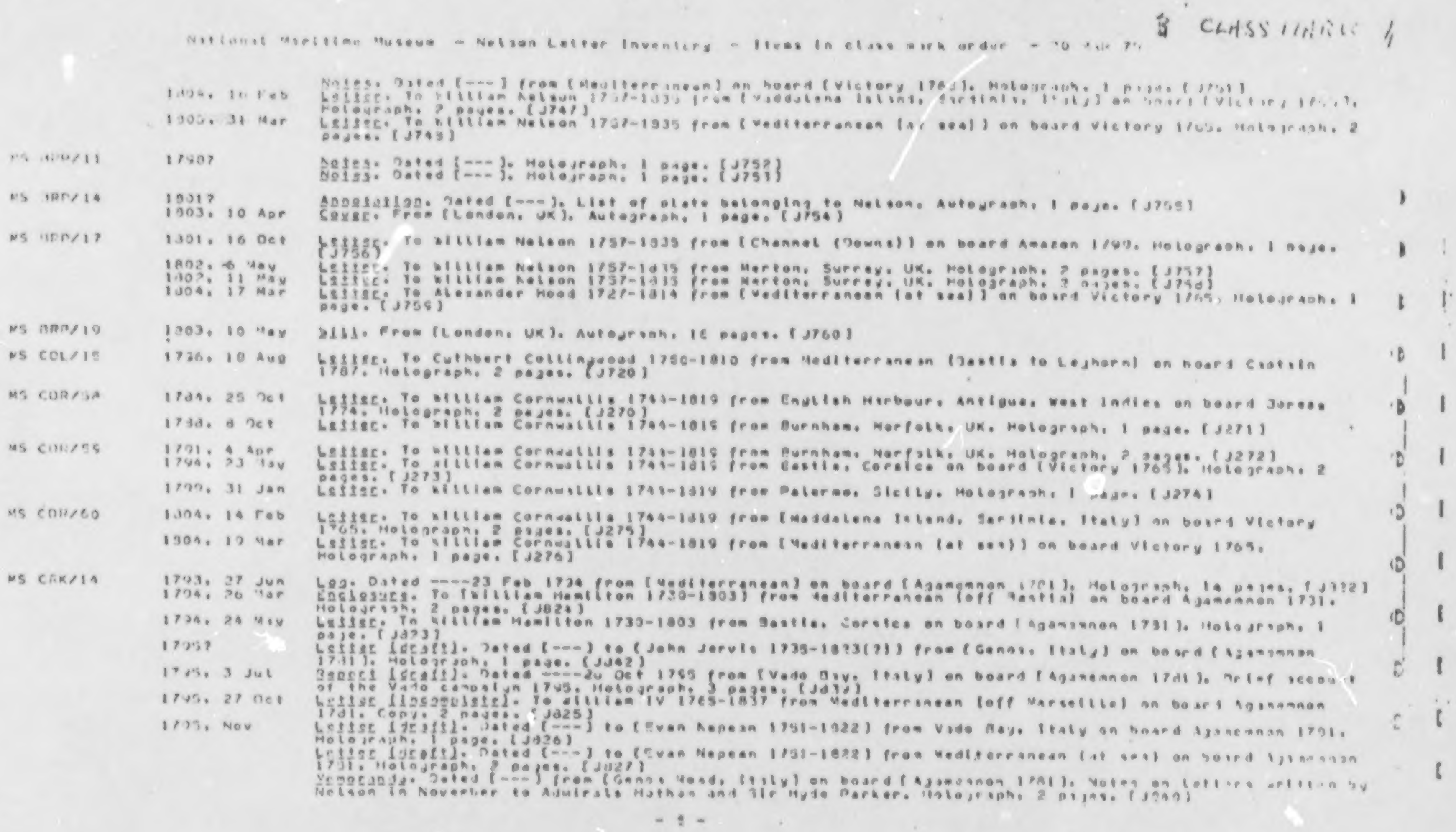
Fig. 26 Listing in class mark order, National Maritime Museum.



```
National Maritime Museum - Nelson Letter Inventory - Items in class mark order - [illegible]        CLASS MARK 4

                         Notes. Dated [---] from [Mediterranean] on board [Victory 1765]. Holograph. 1 page. [J751]
             1804, 16 Feb Letter. To William Nelson 1757-1835 from [Maddalena Island, Sardinia, Italy] on board [Victory 1765].
                         Holograph. 2 pages. [J747]
             1805, 31 Mar Letter. To William Nelson 1757-1835 from [Mediterranean (at sea)] on board Victory 1765. Holograph. 2
                         pages. [J749]

MS BRP/11    1790?        Notes. Dated [---]. Holograph. 1 page. [J752]
                         Notes. Dated [---]. Holograph. 1 page. [J753]

MS BRP/14    1801?        Annotation. Dated [---]. List of plate belonging to Nelson. Autograph. 1 page. [J755]
             1803, 10 Apr Cover. From [London, UK]. Autograph. 1 page. [J754]

MS BRP/17    1801, 16 Oct Letter. To William Nelson 1757-1835 from [Channel (Downs)] on board Amazon 1799. Holograph. 1 page.
                         [J756]
             1802, 6 May  Letter. To William Nelson 1757-1835 from Merton, Surrey, UK. Holograph. 2 pages. [J757]
             1802, 11 May Letter. To William Nelson 1757-1835 from Merton, Surrey, UK. Holograph. 2 pages. [J758]
             1804, 17 Mar Letter. To Alexander Hood 1727-1814 from [Mediterranean (at sea)] on board Victory 1765. Holograph. 1
                         page. [J759]

MS BRP/19    1803, 10 May Bill. From [London, UK]. Autograph. 16 pages. [J760]

MS COL/15    1786, 18 Aug Letter. To Cuthbert Collingwood 1750-1810 from Mediterranean (Bastia to Leghorn) on board Captain
                         1787. Holograph. 2 pages. [J720]

MS COR/58    1784, 25 Oct Letter. To William Cornwallis 1744-1819 from English Harbour, Antigua, West Indies on board Boreas
                         1774. Holograph. 2 pages. [J270]
             1788, 8 Oct  Letter. To William Cornwallis 1744-1819 from Burnham, Norfolk, UK. Holograph. 1 page. [J271]

MS COR/59    1791, 4 Apr  Letter. To William Cornwallis 1744-1819 from Burnham, Norfolk, UK. Holograph. 2 pages. [J272]
             1794, 23 May Letter. To William Cornwallis 1744-1819 from Bastia, Corsica on board [Victory 1765]. Holograph. 2
                         pages. [J273]
             1799, 31 Jan Letter. To William Cornwallis 1744-1819 from Palermo, Sicily. Holograph. 1 page. [J274]

MS COR/60    1804, 14 Feb Letter. To William Cornwallis 1744-1819 from [Maddalena Island, Sardinia, Italy] on board Victory
                         1765. Holograph. 2 pages. [J275]
             1804, 19 Mar Letter. To William Cornwallis 1744-1819 from [Mediterranean (at sea)] on board Victory 1765.
                         Holograph. 1 page. [J276]

MS CRK/14    1793, 27 Jun Log. Dated ----23 Feb 1794 from [Mediterranean] on board [Agamemnon 1781]. Holograph. 14 pages. [J822]
             1794, 26 Mar Enclosure. To [William Hamilton 1730-1803] from Mediterranean (off Bastia) on board Agamemnon 1781.
                         Holograph. 2 pages. [J824]
             1794, 24 May Letter. To William Hamilton 1730-1803 from Bastia, Corsica on board [Agamemnon 1781]. Holograph. 1
                         page. [J823]
             1795?        Letter [draft]. Dated [---] to [John Jervis 1735-1823(?)] from [Genoa, Italy] on board [Agamemnon
                         1781]. Holograph. 1 page. [J842]
             1795, 3 Jul  Report [draft]. Dated ----20 Oct 1795 from [Vado Bay, Italy] on board [Agamemnon 1781]. Brief account
                         of the Vado campaign 1795. Holograph. 3 pages. [J832]
             1795, 27 Oct Letter [incomplete]. To William IV 1765-1837 from Mediterranean (off Marseille) on board Agamemnon
                         1781. Copy. 2 pages. [J825]
             1795, Nov    Letter [draft]. Dated [---] to [Evan Nepean 1751-1822] from Vado Bay, Italy on board Agamemnon 1781.
                         Holograph. 1 page. [J826]
                         Letter [draft]. Dated [---] to [Evan Nepean 1751-1822] from Mediterranean (at sea) on board Agamemnon
                         1781. Holograph. 2 pages. [J827]
                         Memoranda. Dated [---] from [Genoa Road, Italy] on board [Agamemnon 1781]. Notes on letters written by
                         Nelson in November to Admirals Hotham and Sir Hyde Parker. Holograph. 2 pages. [J840]

                                                       - [illegible] -
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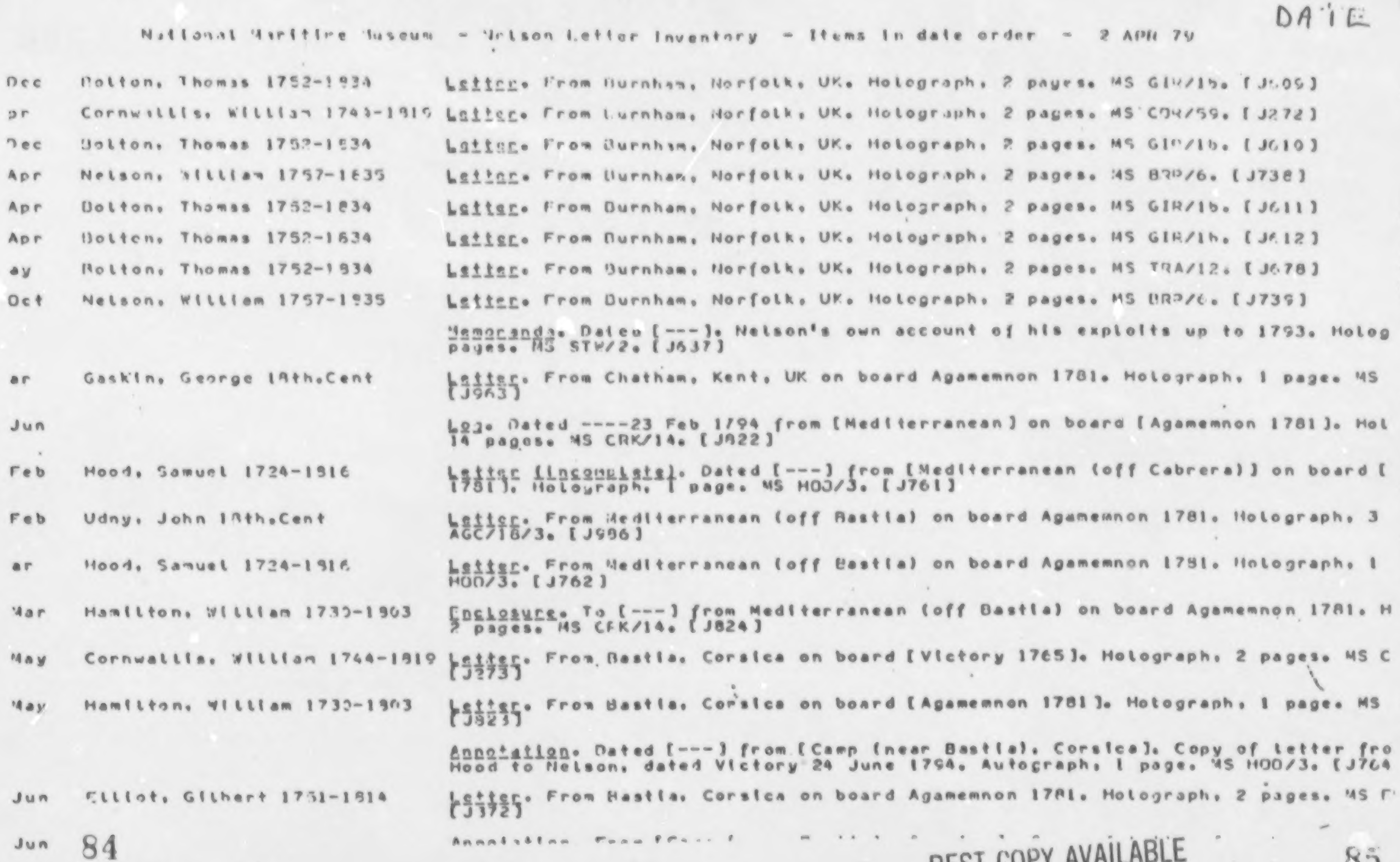
Fig. 27 Listing in date order, National Maritime Museum.



DATE

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      National Maritime Museum  - Nelson Letter Inventory  - Items in date order  -  2 APR 79

Dec   Bolton, Thomas 1752-1834       Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS GIR/1b. [J609]
pr    Cornwallis, William 1744-1819  Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS COR/59. [J272]
Dec   Bolton, Thomas 1752-1834       Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS GIR/1b. [J610]
Apr   Nelson, William 1757-1835      Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS BRP/6. [J738]
Apr   Bolton, Thomas 1752-1834       Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS GIR/1b. [J611]
Apr   Bolton, Thomas 1752-1834       Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS GIR/1b. [J612]
ay    Bolton, Thomas 1752-1834       Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS TRA/12. [J678]
Oct   Nelson, William 1757-1835      Letter. From Burnham, Norfolk, UK. Holograph. 2 pages. MS BRP/6. [J739]

                                     Memoranda. Dated [---]. Nelson's own account of his exploits up to 1793. Holog
                                     pages. MS STW/2. [J637]

ar    Gaskin, George 18th.Cent       Letter. From Chatham, Kent, UK on board Agamemnon 1781. Holograph. 1 page. MS
                                     [J963]

Jun                                  Log. Dated ----23 Feb 1794 from [Mediterranean] on board [Agamemnon 1781]. Hol
                                     14 pages. MS CRK/14. [J822]

Feb   Hood, Samuel 1724-1816         Letter (Incomplete). Dated [---] from [Mediterranean (off Cabrera)] on board [
                                     1781]. Holograph. 1 page. MS HOO/3. [J761]

Feb   Udny, John 18th.Cent           Letter. From Mediterranean (off Bastia) on board Agamemnon 1781. Holograph. 3
                                     AGC/18/3. [J996]

ar    Hood, Samuel 1724-1816         Letter. From Mediterranean (off Bastia) on board Agamemnon 1781. Holograph. 1
                                     HOO/3. [J762]

Mar   Hamilton, William 1730-1803    Enclosure. To [---] from Mediterranean (off Bastia) on board Agamemnon 1781. H
                                     2 pages. MS CRK/14. [J824]

May   Cornwallis, William 1744-1819  Letter. From Bastia, Corsica on board [Victory 1765]. Holograph. 2 pages. MS C
                                     [J273]

May   Hamilton, William 1730-1803    Letter. From Bastia, Corsica on board [Agamemnon 1781]. Holograph. 1 page. MS
                                     [J823]

                                     Annotation. Dated [---] from [Camp (near Bastia), Corsica]. Copy of letter fro
                                     Hood to Nelson, dated Victory 24 June 1794. Autograph. 1 page. MS HOO/3. [J764

Jun   Elliot, Gilbert 1751-1814      Letter. From Bastia, Corsica on board Agamemnon 1781. Holograph. 2 pages. MS E
                                     [J372]

Jun                                  Annotation. From [C
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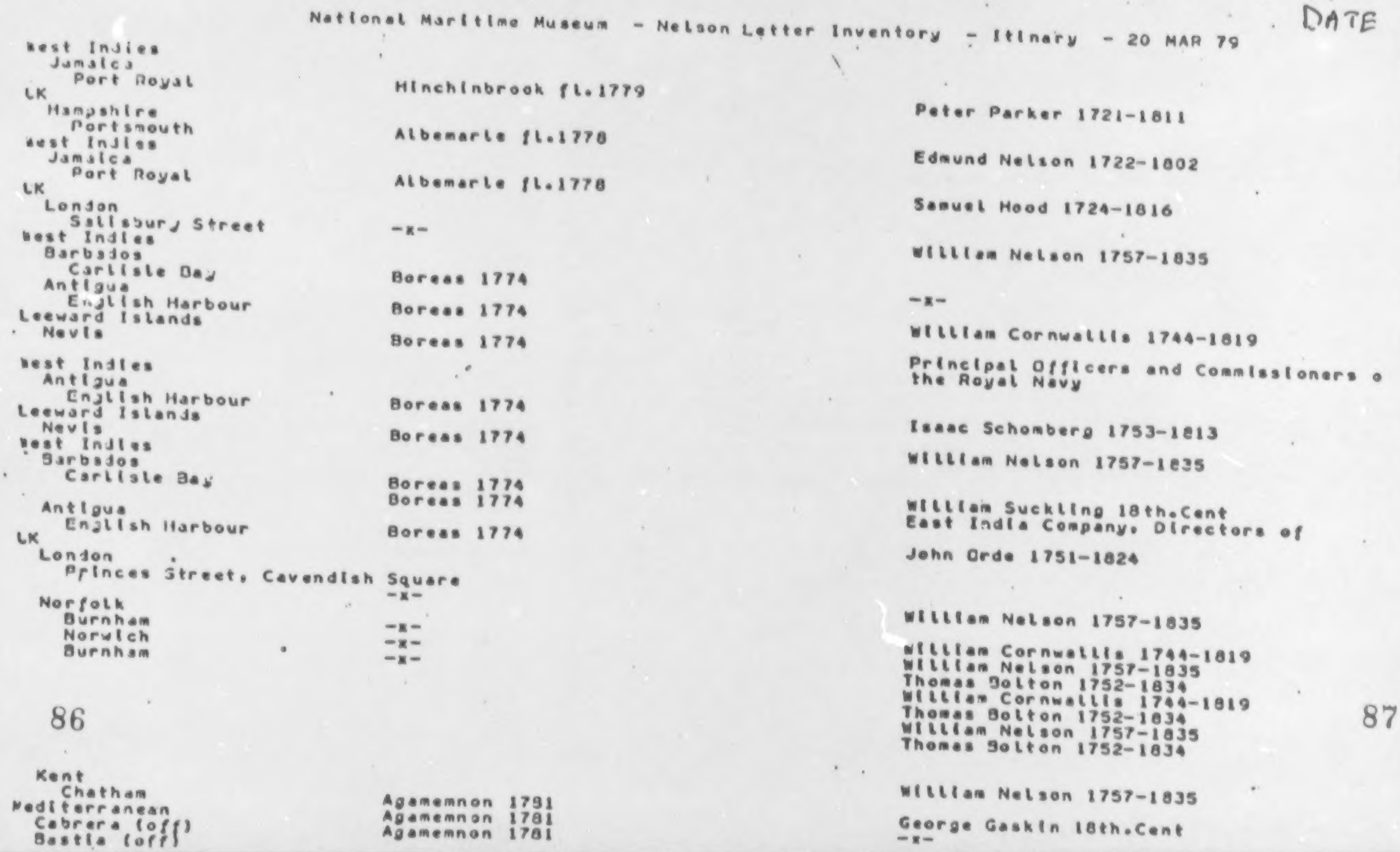
Fig. 28 Nelson itinerary, National Maritime Museum.



DATE

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National Maritime Museum  - Nelson Letter Inventory  - Itinary  - 20 MAR 79
West Indies
  Jamaica
     Port Royal                    Hinchinbrook fl.1779
UK
   Hampshire                                                    Peter Parker 1721-1811
     Portsmouth
                                   Albemarle fl.1778
West Indies
   Jamaica                                                      Edmund Nelson 1722-1802
     Port Royal
                                   Albemarle fl.1778
UK
   London                                                       Samuel Hood 1724-1816
     Salisbury Street              -x-
West Indies
   Barbados                                                     William Nelson 1757-1835
     Carlisle Bay
                                   Boreas 1774
   Antigua
     English Harbour                                            -x-
                                   Boreas 1774
Leeward Islands
   Nevis                           Boreas 1774                  William Cornwallis 1744-1819

West Indies                                                     Principal Officers and Commissioners o
   Antigua                                                      the Royal Navy
     English Harbour
                                   Boreas 1774
Leeward Islands
   Nevis                                                        Isaac Schomberg 1753-1813
                                   Boreas 1774
West Indies
   Barbados                                                     William Nelson 1757-1835
     Carlisle Bay
                                   Boreas 1774
                                   Boreas 1774
   Antigua                                                      William Suckling 18th.Cent
     English Harbour                                            East India Company, Directors of
                                   Boreas 1774
UK
   London                                                       John Orde 1751-1824
     Princes Street, Cavendish Square
                                   -x-
   Norfolk
     Burnham                                                    William Nelson 1757-1835
                                   -x-
     Norwich                       -x-
     Burnham                       -x-                          William Cornwallis 1744-1819
                                                                William Nelson 1757-1835
                                                                Thomas Bolton 1752-1834
                                                                William Cornwallis 1744-1819
                                                                Thomas Bolton 1752-1834
                                                                William Nelson 1757-1835
                                                                Thomas Bolton 1752-1834
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   Kent
     Chatham                                                    William Nelson 1757-1835
Mediterranean                      Agamemnon 1781
   Cabrera (off)                   Agamemnon 1781               George Gaskin 18th.Cent
   Bastia (off)                    Agamemnon 1781               -x-
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Fig. 29 Listing in recipient order, Nelson letters, National Maritime Museum.

RECIPIENT 7

National Maritime Museum - Nelson Letter Inventory - Items in recipient order - 28 MAR 79

1804. 5 May	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J950]
1804. 27 May	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 4 pages. MS CRK/19. [J951]
1804. 6 Jun	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J952]
1804. 10 Jun	Letter. From [Mediterranean (off Toulon)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J953]
1804. 1 Jul	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J954]
1804. 12 Aug	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J955]
1804. 17 Aug	Endorsement. Dated [---] from [Mediterranean] on board [Victory 1765]. Letter from Charles Connor, cousin to Lady Hamilton. Autograph. 1 page. MS NWD/6. [J714]
1804. 20 Aug	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J956]
1804. 30 Aug	Letter. Dated ----31 Aug 1804 from [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J957]
1804. 25 Sep	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J958]
1804. 7 Oct	Letter. Dated [---] from [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J959]
1804. 13 Oct	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J960]
1804. 23 Nov	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J961]
1805. 16 Mar	Letter. From [Mediterranean (at sea)] on board Victory 1765. Holograph. 2 pages. MS TRA/13. [J679]
1805. 18 Aug	Letter. From Channel (Spithead) on board Victory 1765. Holograph. 2 pages. MS SUT/2. [J676]
1805. 14 Sep	Cover. Dated [---] from [Portsmouth, Hampshire, UK]. Holograph. 1 page. MS NWD/12. [J715]

Hamilton, Emma 1761?-1815

1805. 17 Sep	Letter. Dated [----18 Sep 1805 from Channel (off Plymouth) on board Victory 1765. Holograph. 2 pages. MS CRK/19. [J962]

Hamilton, William 1730-1803

1794. 26 Mar	Enclosure. To [---] from Mediterranean (off Bastia) on board Agamemnon 1781. Holograph. 2 pages. MS CRK/14. [J424]
1794. 24 May	Letter. From Bastia, Corsica on board [Agamemnon 1781]. Holograph. 1 page. MS CRK/14. [J423]
1799. 26 May	Letter. From [Mediterranean (at sea)] on board [Vanguard 1787]. Holograph. 2 pages. MS AGC/17/26. [J934]
1800. 25 Feb	Letter. From [Mediterranean (off Malta)] on board [Foudroyant 1798]. Holograph. 1 page. MS MON/1. [J559]
1800. 6 Mar	Letter. From [Mediterranean (off Malta)] on board [Foudroyant 1798]. Holograph. 1 page. MS CRK/14. [J553]

Hamond, Andrew Snape 1738-1828

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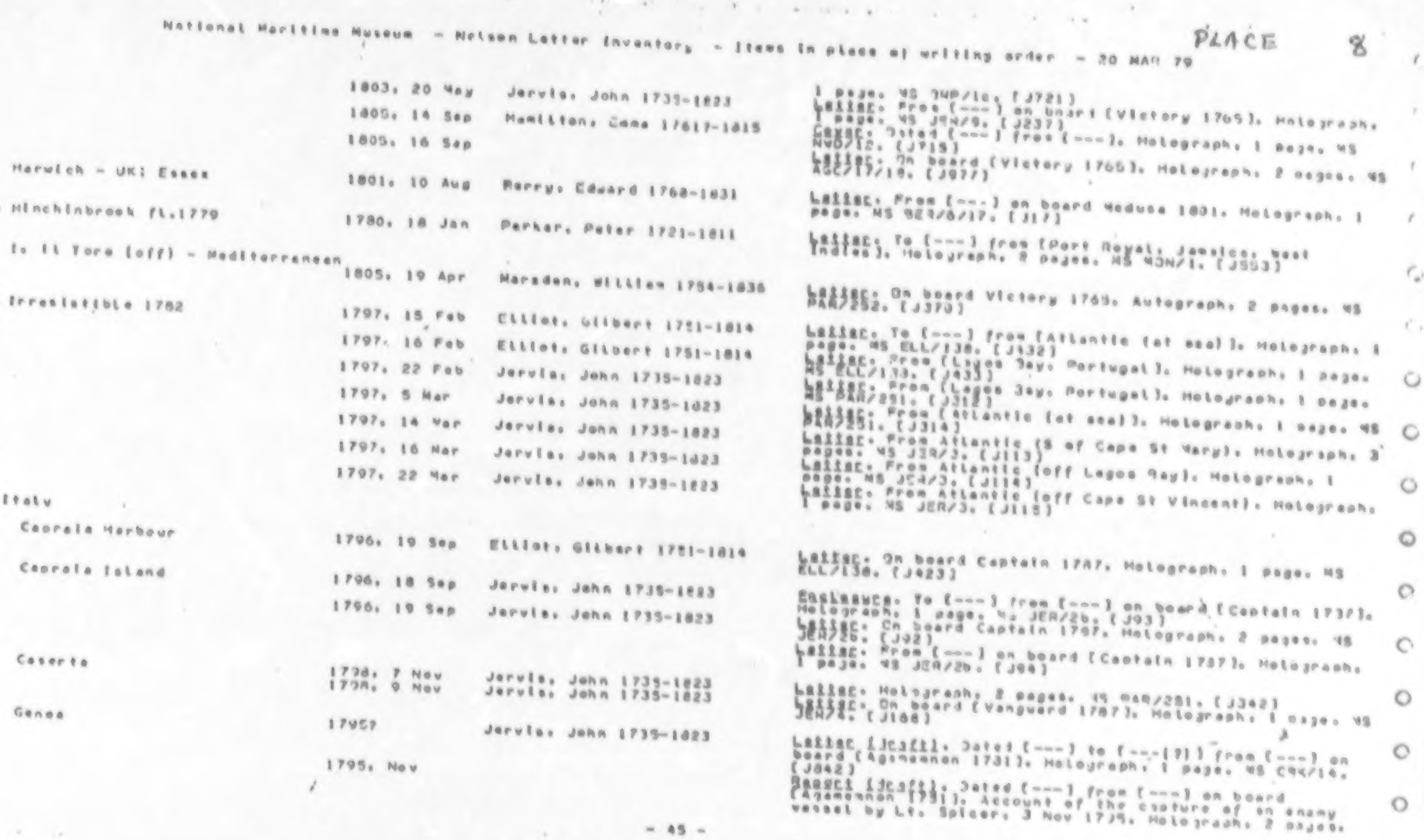
Fig. 30 Listing in place of writing order, Nelson letters, National Maritime Museum.



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National Maritime Museum - Nelson Letter Inventory - Items in place of writing order - 20 MAR 79          PLACE   8

                                       1803, 20 May   Jervis, John 1735-1823         1 page. MS JWP/1c. [J721]
                                                                                     Letter. From [---] on board [Victory 1765]. Holograph.
                                       1805, 14 Sep   Hamilton, Emma 1761?-1815      1 page. MS JER/9. [J237]
                                                                                     Cover. Dated [---] from [---]. Holograph. 1 page. MS
                                       1805, 16 Sep                                  NWD/12. [J715]
                                                                                     Letter. On board [Victory 1765]. Holograph. 2 pages. MS
Harwich - UK: Essex                                                                  AGC/17/18. [J977]
                                       1801, 10 Aug   Berry, Edward 1768-1831
                                                                                     Letter. From [---] on board Medusa 1801. Holograph. 1
Hinchinbrook fl.1779                                                                 page. MS BER/6/17. [J17]
                                       1780, 18 Jan   Parker, Peter 1721-1811
                                                                                     Letter. To [---] from [Port Royal, Jamaica, West
I. Il Toro (off) - Mediterranean                                                     Indies]. Holograph. 2 pages. MS MON/1. [J553]
                                       1805, 19 Apr   Marsden, William 1754-1836
                                                                                     Letter. On board Victory 1765. Autograph. 2 pages. MS
Irresistible 1782                                                                    PAR/252. [J370]
                                       1797, 15 Feb   Elliot, Gilbert 1751-1814
                                                                                     Letter. To [---] from [Atlantic (at sea)]. Holograph. 1
                                       1797, 16 Feb   Elliot, Gilbert 1751-1814      page. MS ELL/138. [J132]
                                                                                     Letter. From [Lagos Bay, Portugal]. Holograph. 1 page.
                                       1797, 22 Feb   Jervis, John 1735-1823         MS ELL/133. [J433]
                                                                                     Letter. From [Lagos Bay, Portugal]. Holograph. 1 page.
                                       1797, 5 Mar    Jervis, John 1735-1823         MS PAR/251. [J312]
                                                                                     Letter. From [Atlantic (at sea)]. Holograph. 1 page. MS
                                       1797, 14 Mar   Jervis, John 1735-1823         PAR/251. [J314]
                                                                                     Letter. From Atlantic (S of Cape St Mary). Holograph. 3
                                       1797, 16 Mar   Jervis, John 1735-1823         pages. MS JER/3. [J113]
                                                                                     Letter. From Atlantic (off Lagos Bay). Holograph. 1
                                       1797, 22 Mar   Jervis, John 1735-1823         page. MS JER/3. [J114]
                                                                                     Letter. From Atlantic (off Cape St Vincent). Holograph.
Italy                                                                                1 page. MS JER/3. [J115]
  Capraia Harbour
                                       1796, 19 Sep   Elliot, Gilbert 1751-1814
                                                                                     Letter. On board Captain 1787. Holograph. 1 page. MS
  Capraia Island                                                                     ELL/138. [J423]
                                       1796, 18 Sep   Jervis, John 1735-1823
                                                                                     Enclosure. To [---] from [---] on board [Captain 1787].
                                       1796, 19 Sep   Jervis, John 1735-1823         Holograph. 1 page. MS JER/2b. [J93]
                                                                                     Letter. On board Captain 1787. Holograph. 2 pages. MS
                                                                                     JER/2b. [J92]
  Caserta                                                                            Letter. From [---] on board [Captain 1787]. Holograph.
                                       1798, 7 Nov    Jervis, John 1735-1823         1 page. MS JER/2b. [J94]
                                       1798, 9 Nov    Jervis, John 1735-1823
                                                                                     Letter. Holograph. 2 pages. MS PAR/251. [J342]
  Genoa                                                                              Letter. On board [Vanguard 1787]. Holograph. 1 page. MS
                                       1795?          Jervis, John 1735-1823         JER/4. [J166]

                                                                                     Letter [draft]. Dated [---] to [---(?)] from [---] on
                                       1795, Nov                                     board [Agamemnon 1781]. Holograph. 1 page. MS CRK/14.
                                                                                     [J842]
                                                                                     Report [draft]. Dated [---] from [---] on board
                                                                                     [Agamemnon 1781]. Account of the capture of an enemy
                                                                                     vessel by Lt. Spicer, 3 Nov 1795. Holograph. 2 pages.

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capacity for manuscripts for some time.

NATIONAL REGISTER OF ARCHIVES

Since 1970 the NRA have been using a computerised personal names index. The main objective of this is to record references to groups of personal correspondence and papers. The references are derived mainly from the unpublished reports in the NRA and the index is designed to be used in the Commission's searchroom. The services of the Government Central Computer and Telecommunications Agency are used, with an ICL 2976. The masterfile contains entries for some 25,000 persons,including 3000 cross-references, in about 75,000 records. The assembly of programs that maintains, and partially sorts, the index is known as the HIMS system.

Additions and deletions to the masterfile are entered manually by the Commission's staff on input forms, which are standard stationery obtained from HMSO. Upper-case letters only are used. Forms hold 40 lines of 80 characters. Each name entry must be entered on a separate line. A small number of tags must be learnt: these indicate whether the entry is an insertion or a deletion, whether the it refers to a personage or to his papers, and in the case of the latter, whether the information comes from an NRA report or from a printed work.

Since the system does not provide keyword machine sorting or retrieval, staff are obliged to generate and enter a unique identification number with each personage entry. 11 characters are allowed for this, the last 3 digits of which are provided for finding a number midway between the numbers of the personages appearing before and after the new entry. A 3-character number must also be supplied to allow items to be arranged in order. Entries may be made in random order, and the system sorts the identification number. A form of machine-directed search would be possible using these numbers as operators, but the Commission has not made use of the facility.

Input sheets are sent to CCTA for processing in batches of approximately 13 sheets per month.

Output is in four parts:

1) A list of amendments to the index, normally six-monthly. These serve as a check until the updated cumulation is received.

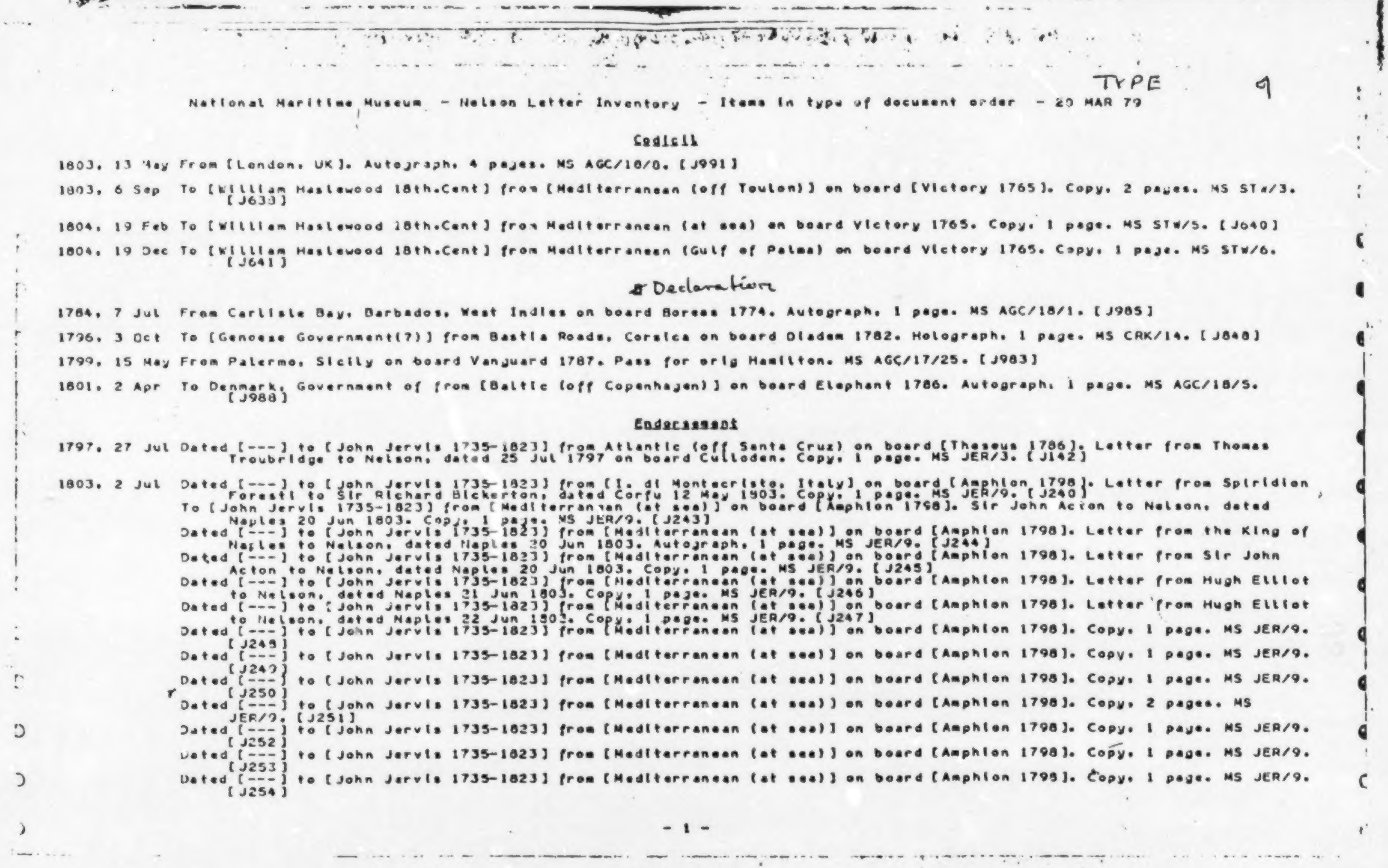
2) Lists of errors discovered at validation of amendments.

3) An annual cumulation of the whole index.

4) An annual list of all names held in the index, arranged alphabetically in order of their identifying numbers.

The data base is stored on tape at the CCTA, Norwich and running costs are estimated to be about £4000 a year. The Commission is considering the computerisation of its index of company records.

Fig. 31 Listing in type of document order, Nelson letters, National Maritime Museum.



TYPE 9

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National Maritime Museum  - Nelson Letter Inventory  - Items in type of document order  - 20 MAR 79

                                        Codicil

1803, 13 May From [London, UK]. Autograph, 4 pages. MS AGC/18/8. [J991]

1803, 6 Sep  To [William Haslewood 18th.Cent] from [Mediterranean (off Toulon)] on board [Victory 1765]. Copy, 2 pages. MS STW/3.
             [J633]

1804, 19 Feb To [William Haslewood 18th.Cent] from Mediterranean (at sea) on board Victory 1765. Copy, 1 page. MS STW/5. [J640]

1804, 19 Dec To [William Haslewood 18th.Cent] from Mediterranean (Gulf of Palma) on board Victory 1765. Copy, 1 page. MS STW/6.
             [J641]

                                        Declaration

1784, 7 Jul  From Carlisle Bay, Barbados, West Indies on board Boreas 1774. Autograph, 1 page. MS AGC/18/1. [J985]

1796, 3 Oct  To [Genoese Government(?)] from Bastia Roads, Corsica on board Diadem 1782. Holograph, 1 page. MS CRK/14. [J848]

1799, 15 May From Palermo, Sicily on board Vanguard 1787. Pass for orig Hamilton. MS AGC/17/25. [J983]

1801, 2 Apr  To Denmark, Government of from [Baltic (off Copenhagen)] on board Elephant 1786. Autograph, 1 page. MS AGC/18/5.
             [J988]

                                        Endorsement

1797, 27 Jul Dated [---] to [John Jervis 1735-1823] from Atlantic (off Santa Cruz) on board [Theseus 1786]. Letter from Thomas
             Troubridge to Nelson, dated 25 Jul 1797 on board Culloden. Copy, 1 page. MS JER/3. [J142]

1803, 2 Jul  Dated [---] to [John Jervis 1735-1823] from [I. di Montecristo, Italy] on board [Amphion 1798]. Letter from Spiridion
             Foresti to Sir Richard Bickerton, dated Corfu 12 May 1803. Copy, 1 page. MS JER/9. [J240]
             To [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Sir John Acton to Nelson, dated
             Naples 20 Jun 1803. Copy, 1 page. MS JER/9. [J243]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Letter from the King of
             Naples to Nelson, dated Naples 20 Jun 1803. Autograph, 1 page. MS JER/9. [J244]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Letter from Sir John
             Acton to Nelson, dated Naples 20 Jun 1803. Copy, 1 page. MS JER/9. [J245]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Letter from Hugh Elliot
             to Nelson, dated Naples 21 Jun 1803. Copy, 1 page. MS JER/9. [J246]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Letter from Hugh Elliot
             to Nelson, dated Naples 22 Jun 1803. Copy, 1 page. MS JER/9. [J247]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J248]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J249]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J250]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 2 pages. MS
             JER/9. [J251]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J252]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J253]
             Dated [---] to [John Jervis 1735-1823] from [Mediterranean (at sea)] on board [Amphion 1798]. Copy, 1 page. MS JER/9.
             [J254]

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NORTH WEST SOUND ARCHIVE

This archive service has been experimenting over the last three years with FAMULUS, through the University of Manchester Regional Computing Centre, via the Manchester Museum. Data input is through a micro-computer (Commodore Pet, 32K internal memory with twin disk drive).

The input data form is screen formatted and provides the following fields:

Field name	Content
TITL	Title of sound document
SUMM	Description of content (free text)
RDOC	Related documentation (e.g. hard copy text, photographs, etc)
SIZE	DN=duration of tape in hours, minutes, seconds
PROD	NX=name of producer
KEYW	Index terms
IDEN	Identification number.

[About 25 other fields are available; e.g. CONS for conservation information; LOC for storage location].

The identification number used for retrieval and sorting of records, is not machine-generated.

Five staff members, employed under a Manpower Services Commission scheme have so far been creating a data base covering the collection of local sound recordings, and about half the total catalogue material available has now been input. A special operating program for the micro-computer, PETSIN, ensures that the processed data is compatible for entry into the UMRCC machine: disks prepared under this program are sent to Manchester by post. After the job has been run, the data is copied back onto floppy disks and returned to the NWSA, where it can be printed out via a word processor. Direct printout is also available from Manchester. Backup copies are kept at UMRCC on magnetic tape.

It is intended that the output floppy disks will be used as data in a retrieval program now being written in machine code for use on the Pet. The program is being written by a free-lance programmer, and it is hoped that the resulting software will be made available to record offices, museums and libraries in about March 1983, by which time it should be running at NWSA. In conjunction with this a word processor program, from Simple Software, will be run for the transcription of sound recordings, so that they can be printed out for searchers on request, using an in-house dot matrix printer. This program is also used for various housekeeping purposes, such as processing information sheets, reports, sample files, etc. NWSA also hopes to develop a dialect data base for which a three-field FAMULUS program is being designed at UMRCC. At present there is no linking program for the micro-computer.

ROUTLEDGE ASSOCIATES LTD

This firm of free-lance archivists has been using one of the commercial word-processors which are now available for office use. This is a Philips 5003 system with 128K internal memory, which comes complete with its own software. An important development is the installation of a remote satellite, which enables professional staff to input material from the workbench, which may be in quite a different place from the processing centre. Since the equipment and software come complete, the most important problem faced in practice has been retraining staff.

The system has been operational since 1980, and there is much material available for demonstration. Figs 32-34 are from the recently completed list of Anglo-Jewish archives, University College, London, to which grateful acknowledgements are made. The material (the accessions register of various collections of papers) is arranged in the first list in numerical order, the order in which the collections were received and in which the original register is kept. This list was typed onto the word processor, using its usual editing and page-formatting facilities, and adding in the left-hand columns the codes denoting the main classes and cross-references needed for sorted lists.

The second list arranges the data into classes, with cross-references for those papers which belong mainly in one category but contain some material relevant to others. This list was compiled by sorting on the codes.

The third list arranges the data alphabetically by accession title. Where there are similar titles in the list, secondary sorting is by accession number: up to 8 rankings can be given.

Using the satellite keyboard does not pose any new problems in principle. The usual editing and page-formatting facilities are present, and there are special keys for switching. Proof-reading and amendment can be done either at the satellite or at the main machine. The satellite records data on a micro-cassette, which can then be communicated to the main machine by telephone, via a modem link, or by linking the satellite to the word processor's communication interface. The cassettes are small and can also be sent easily by post.

The system allows all staff members to be involved in every stage of the job, from initial typing in to the final arrangement and entry of further detailed information after the final sort. It cuts out a clerical middle stage, and with it errors introduced by ignorance of the subject and retyping errors. Proof-reading is still necessary, but the convenience of on-site input includes the ability to correct apparent errors immediately. At

Fig. 32 Accessions register numerical listing, Anglo-Jewish Archives.

M	L	1	Lord Swaythling: Ephemera
M	L	2	Waley papers
M	L	3	Brodetsky papers
M	L	4	Wernich papers
M	L	5	Benjamin Franklin of Jamaica papers
M	L	6	Phillips and Lion families papers
M	L	7	Illuminated address
M	L	8	TS article, Newcastle on Tyne community history
M	L	9	Phillips Diary
M	L	10	Petition against Fascism and anti-Semitism
M	L	11	Rothschild ephemeral correspondence
M	L	12	Union of Jewish Literary Societies papers
M	L	13	Council for the Amelior.of the legal position of the Jewess
M	L	14	Myer papers Excerpts from Letters of N D Myer
M	L	15	Private Paul Epstein, MEF papers 1918-19
M	L	16	Rev Michael Adler, BEF Diaries 1915-18
M	L	17	Maccabeans papers
M	L	18	Jewish Association of Arts and Sciences
M	L	19	Norwood Orphanage papers
M	L	20	Franks family of Manchester genealogy
M	L	21	Adler family
M	L	22	Stettauer papers
M	L	23	Norwood Orphanage
M	L	24	Waley papers
M	L	25	Franklin papers
M	L	26	Union of Jewish Women papers
M	L	27	Lazarus papers
M	L	28	Hirsch papers
M	L	29	Leases, photocopies
M	L	30	Survey of Jewish community 1947/8
M	L	31	Halpern papers
M	L	32	Lazarus papers
M	L	33	Laski papers
M	L	34	Jewish Lads Brigade papers
M	L	35	Education Aid Society papers
M	L	36	Harris papers, commemorative occasions
M	NRA	37	Anglo-Jewish Association
M	L	38	Catalogue, United Synagogue papers
M	L	39	Sir Robert Waley Cohen, unpublished biography
M	L	40	De Pass family genealogy and notes
M	L	41	Judaica, photographs of items of
S	L	42	London Jewish Hospital records
S	L	43	St John's Wood Synagogue
S	L	44	Hampstead synagogue
M		45	Kitchener Camp for Refugees Review 1939
S	L	46	Cheltenham Hebrew Congregation
S	L	47	Marriage registers of closed Synagogues at BoD
S	L	48	Disused cemetery records at BoD
M	L	49	Tercentenary Art Exhibition
S	L	50	New West End Synagogue
S	L	51	Central Synagogue
M	L	52	Speirs sermons
M	L	53	Isaac papers
S	L	54	Brondesbury Synagogue
M	L	55	Marranos in London photocopy & translation
M	L	56	A S Montefiore address
S	L	57	Cricklewood Synagogue
S	L	58	Hammersmith Synagogue
M		59	West London Synagogue
S	L	60	Portsmouth and Southsea Hebrew Congregation

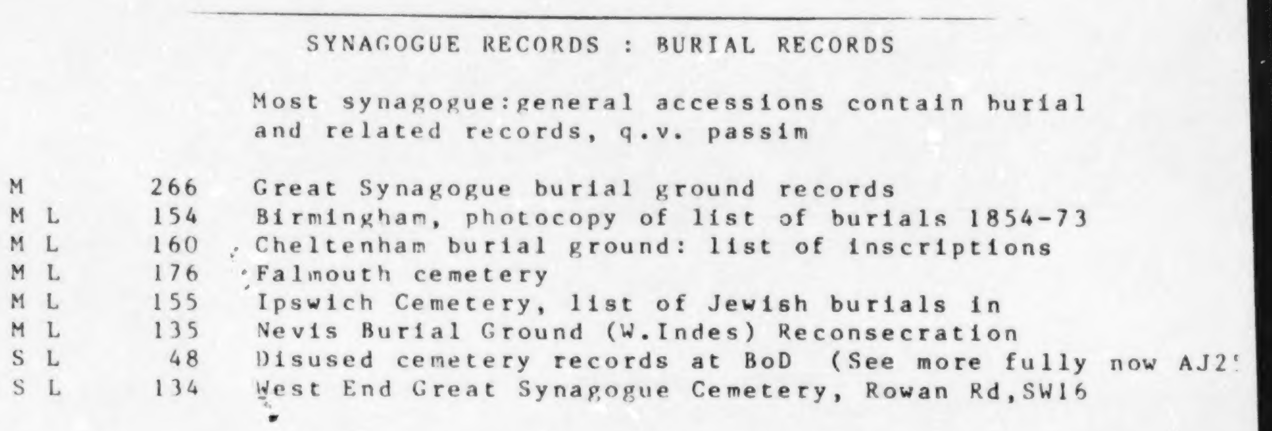
Fig. 33 Accessions register classified listing, Anglo-Jewish Archives.

FOR SYNAGOGUE RECORDS : GENERAL
Including small provincial communities

SEE ALSO THE FOLLOWING

M L	94	Goldberg papers
M L	119	Guide book, Curaçao congregation
M L	31	Halpern papers
M L	177	Harris papers
M L	72	Jamaica congregation
M L	214	Jung papers
M L	289	Levy papers on Provincial Communities
M L	121	Machzike Hadath Society and Congregation
M L	126	Machzike Hadath Society
M L	217	Rich diaries
M L	207	Swaythling collection
M L	260	Var publications on Oxford community
M L	219	Weisman papers
S L	101	Cambridge University Jewish Society papers

Fig. 34 Accessions register classified listing, Anglo-Jewish Archives.

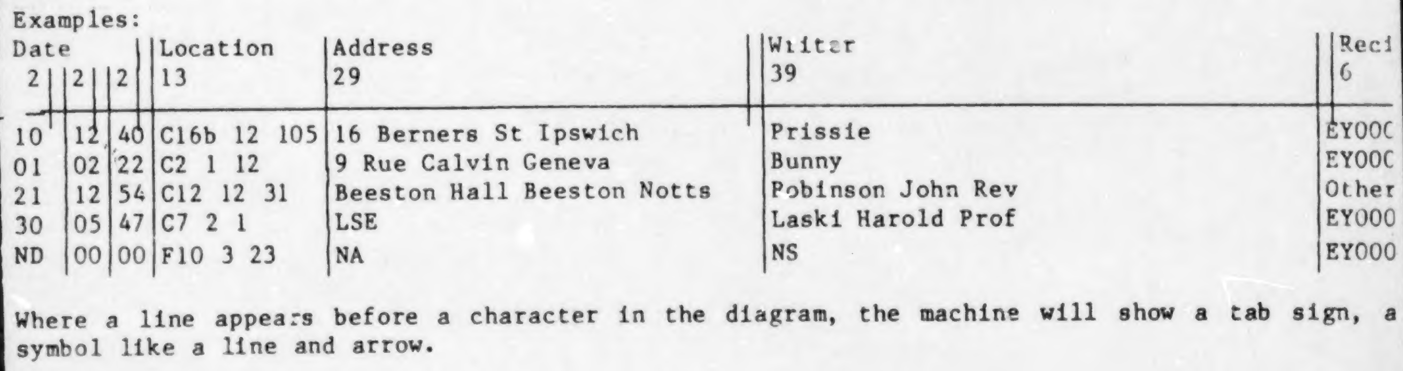


SYNAGOGUE RECORDS : BURIAL RECORDS

Most synagogue:general accessions contain burial and related records, q.v. passim

M	266	Great Synagogue burial ground records
M L	154	Birmingham, photocopy of list of burials 1854-73
M L	160	Cheltenham burial ground: list of inscriptions
M L	176	Falmouth cemetery
M L	155	Ipswich Cemetery, list of Jewish burials in
M L	135	Nevis Burial Ground (W.Indes) Reconsecration
S L	48	Disused cemetery records at BoD (See more fully now AJ2
S L	134	West End Great Synagogue Cemetery, Rowan Rd, SW16

Fig. 35 Data input form, Routledge Associates Ltd (NISW Younghusband papers).



Examples:

Date 2	2	2	Location 13	Address 29	Writer 39	Reci 6
10	12	40	C16b 12 105	16 Berners St Ipswich	Prissie	EYOOC
01	02	22	C2 1 12	9 Rue Calvin Geneva	Bunny	EYOOC
21	12	54	C12 12 31	Beeston Hall Beeston Notts	Pobinson John Rev	Other
30	05	47	C7 2 1	LSE	Laski Harold Prof	EY000
ND	00	00	F10 3 23	NA	NS	EY000

Where a line appears before a character in the diagram, the machine will show a tab sign, a symbol like a line and arrow.

present the system is being used on a series of correspondence, and a data input form (Fig.35) has been designed, so that three staff members can take turns at preparing material and typing it in for sorting. Using the form saves time spent at the machine, avoids waste of time in working out a data structure specification, and allows non-typing members of the team to remain useful. Data entry could be done directly to the keyboard, cutting out the form altogether.

In the example given (Fig.35) the intention is to provide a chronological listing, with reference lists of individual correspondents. Chronological or classified sorts can be made, by type of documents, and the output page will be fully formatted. Repetitive editorial jobs such as spacing between entries can be done automatically. Additional detail, such as subject notes, quantities, restrictions on access, etc, can be inserted on-site while the material is being rearranged, numbered and boxed. Headnotes and title pages can be added.

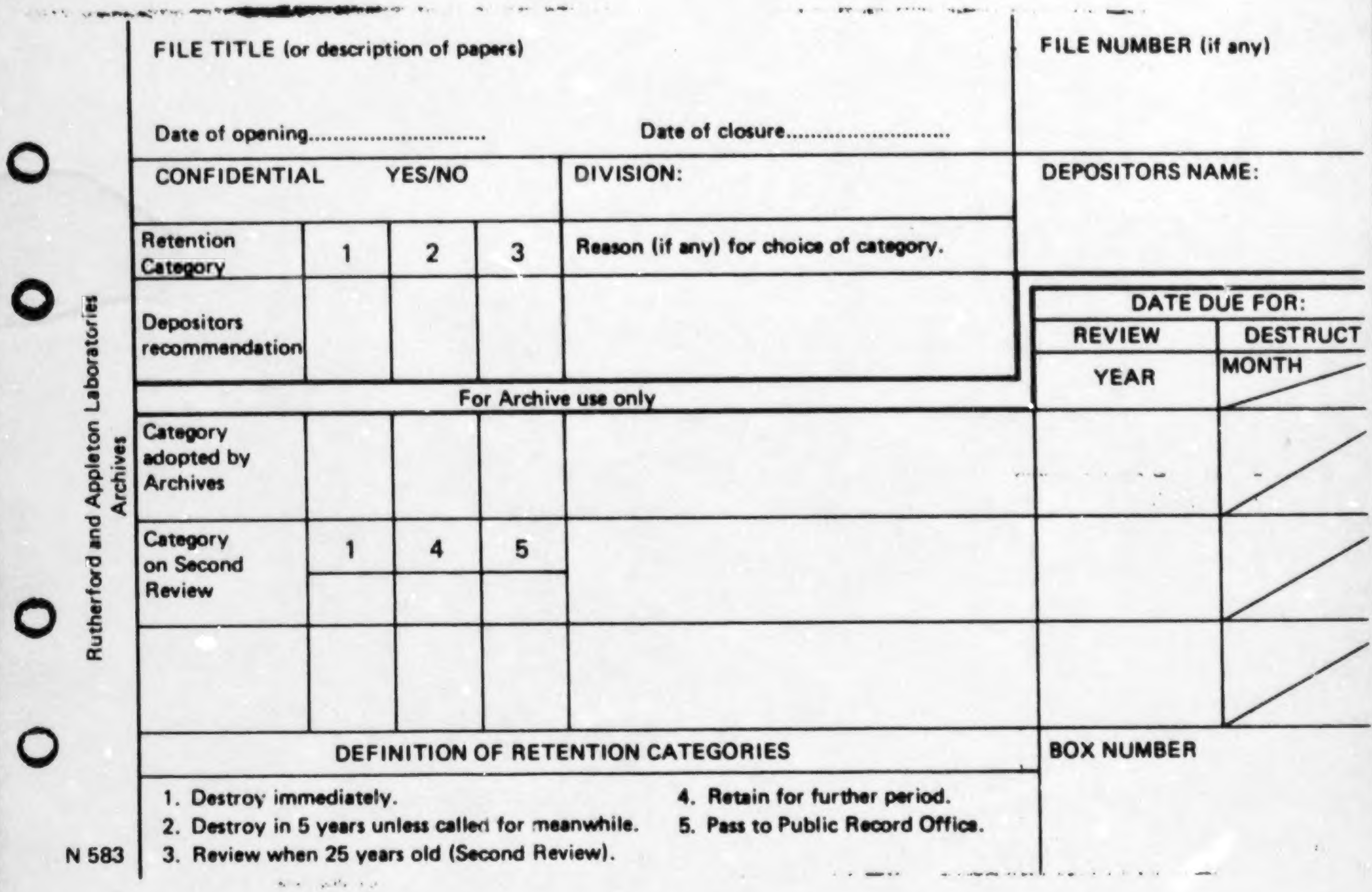
RUTHERFORD APPLETON LABORATORY

Catalogues for the archive department are produced by FAMULUS, since this package was already available for use in the library. Although the library uses the house system ELECTRIC for inputting data on-line, it was decided that the archives should use a GEC 4090 data editing machine, which was thought to be more suitable for handling free text. Both systems submit jobs to be run on the IBM 360/195 and files are transferable between the two so that the archival data could be made on-line by moving it onto the other system.

Following a successful pilot scheme in 1979 (Gamse, 1979), the system has been fully operational since April 1980. Of the 5000 documentary files which have been accessioned by the archives, approximately 4,500 are now on the data base and the system is also used for the laboratory's records management scheme. Fig.36 is an example of the transfer list form used on self-carbonating paper, and giving the basic data structure. These are used as the input form. FAMULUS allows a large number of fields (70 or more in some applications) but the Rutherford system now uses only six. These are illustrated in Fig 37, the fields used being:

Field label	Contents
I	Division or project name, plus file number
H	File holder, or (when 'A' is added), author.
	[These fields always input in upper case]
T	Title
D	Span-date
E	Review date

Fig. 36 Records transfer list, Rutherford Appleton Laboratory.



Rutherford and Appleton Laboratories Archives

FILE TITLE (or description of papers)

Date of opening.............................. Date of closure...........................

FILE NUMBER (if any)

CONFIDENTIAL YES/NO

DIVISION:

DEPOSITORS NAME:

Retention Category	1	2	3	Reason (if any) for choice of category.
Depositors recommendation				

For Archive use only

					DATE DUE FOR: REVIEW YEAR	DESTRUCT MONTH
Category adopted by Archives						
Category on Second Review	1	4	5			

DEFINITION OF RETENTION CATEGORIES

1. Destroy immediately.
2. Destroy in 5 years unless called for meanwhile.
3. Review when 25 years old (Second Review).
4. Retain for further period.
5. Pass to Public Record Office.

BOX NUMBER

N 583

Fig. 37 Listing in reference order, Rutherford Appleton Laboratory.

```
2                  RUTHERFORD APPLETON LABORATORY ARCHIVE IDENTIFICATION ORDER                  09/22/82

   1  I     APPLETON  SATELLITES
      H     BARKER, P.J.
      T     Delta Space Design Restraints
      D     1978.05.00
      E     1987
      L     Box C660

   2  I     APPLETON  SATELLITES
      H     BARKER, P.J.
      T     European Space Agency - VHF Network Users Guide
      D     1978.10.11
      E     1987
      L     Box C660

   3  I     APPLETON  SATELLITES HSD-TP-7464
      H     BARKER, P.J.
      T     Proposal for the study of the defination of the primary experiment
            for the EXO spacecraft
      D     1974.04.00
      E     1987
      L     Box C660

   4  I     APPLETON  SATELLITES HSD-TP-7489
      H     BARKER, P.J.
      T     Proposal for the extension to the ASRO defination study
      D     1974.08.00
      E     1987
      L     Box C660

   5  I     APPLETON  SATELLITES HSD-TP-7492
      H     BARKER, P.J.
      T     ASRO Primary experiment defination study report
      D     1974.09.00
      E     1987
      L     Box C660

   6  I     APPLETON  SATELLITES HSD-TP-7506
      H     BARKER, P.J.
      T     ASRO primary experiment defination study extensions tasks 1-4
      D     1974.12.00
      E     1987
      L     Box C660

   7  I     APPLETON  SATELLITES HSD-TP-7507
      H     BARKER, P.J.
      T     Proposal for the confirmation of the ASRO telescope focal length
            control system
      D     1974.12.00
      E     1987
      L     Box C660

   8  I     APPLETON  SATELLITES HSD-TP-7549
      H     BARKER, P.J.
```

I = Division or project
H = File Holder
T = Title
D = Start date
E = Review date
L = Location

Fig. 38 Listing in start-date order, Rutherford Appleton Laboratory.

```
2                    RUTHERFORD APPLETON LABORATORY ARCHIVE START DATE ORDER                        09/22/82

 1.  1972.10.00   APPLETON  SATELLITES STDN 815   Spaceflight Tracking & Data Network (STDN) - Network Integration
         Plan - Goddard Spaceflight Center   BARKER, P.J.   Box 0660

 2.  1974.04.00   APPLETON  SATELLITES HSD-TP-7464   Proposal for the study of the defination of the primary experiment
         for the HXO spacecraft   BARKER, P.J.   Box 0660

 3.  1974.08.00   APPLETON  SATELLITES HSD-TP-7489   Proposal for the extension to the ASRO defination study   BARKER, P.J.
         Box 0660

 4.  1974.09.00   APPLETON  SATELLITES HSD-TP-7492   ASRO Primary experiment defination study report   BARKER, P.J.   Box
         0660

 5.  1974.12.00   APPLETON  SATELLITES HSD-TP-7506   ASRO primary experiment defination study extensions tasks 1-4   BARKER,
         P.J.   Box 0660

 6.  1974.12.00   APPLETON  SATELLITES HSD-TP-7507   Proposal for the confirmation of the ASRO telescope focal length
         control system   BARKER, P.J.   Box 0660

 7.  1975.10.00   APPLETON  SATELLITES HSD-TP-7549   IXE Pre-feasibility study - final report   In three parts   BARKER, P.J.
         Box 0660

 8.  1978.05.00   APPLETON  SATELLITES   Delta Space Design Restraints   BARKER, P.J.   Box 0660

 9.  1978.10.11   APPLETON  SATELLITES   European Space Agency - VHF Network Users Guide   BARKER, P.J.   Box 0660

10.  1980.02.00   SPACE & ASTROPHYSICS   Scout Users Manual   BARKER, P.J.   Box 0660

11.  1980.03.00   SPACE & ASTROPHYSICS   Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on          study -
         British Aerospace Dynamics Group   BARKER, P.J.   Box 0660

12.  1981.07.00   SPACE & ASTROPHYSICS   Ministry of Defence - Procedural requirements for spacecraft   BARKER, P.J.   Box
         0660
```

Fig. 39 Listing in end-date order, Rutherford Appleton Laboratory.

```
2                    RUTHERFORD APPLETON LABORATORY ARCHIVE END DATE ORDER                    09/22/82

1.  1987   Box C660   APPLETON   SATELLITES   BARKER, F.J.   Delta Space Design Restraints   1978.05.00

2.  1987   Box 0660   APPLETON   SATELLITES   BARKER, F.J.   European Space Agency - VHF Network Users Guide   1978.10.11

3.  1987   Box C660   APPLETON   SATELLITES HSD-TP-7464   BARKER, F.J.   Proposal for the study of the defination of the
    primary experiment          for the EXO spacecraft   1974.04.00

4.  1987   Box C660   APPLETON   SATELLITES HSD-TP-7489   BARKER, F.J.   Proposal for the extension to the ASRO defination
    study   1974.08.00

5.  1987   Box C660   APPLETON   SATELLITES HSD-TP-7492   BARKER, F.J.   ASRO Primary experiment defination study report
    1974.09.00

6.  1987   Box 0660   APPLETON   SATELLITES HSD-TP-7506   BARKER, F.J.   ASRO primary experiment defination study extensions
    tasks 1-4   1974.12.00

7.  1987   Box 0660   APPLETON   SATELLITES HSD-TP-7507   BARKER, F.J.   Proposal for the confirmation of the ASRO telescope
    focal length          control system   1974.12.00

8.  1987   Box C660   APPLETON   SATELLITES HSD-TP-7549   BARKER, F.J.   IXE Pre-feasibility study - final report   In three
    parts   1975.10.00

9.  1987   Box C660   APPLETON   SATELLITES STDN 815   BARKER, F.J.   Spaceflight Tracking & Data Network (STDN) - Network
    Integration          Plan - Goddard Spaceflight Center   1972.10.00

10. 1987   Box C660   SPACE & ASTROPHYSICS   BARKER, F.J.   Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on
    study - British Aerospace Dynamics Group   1980.03.00

11. 1987   Box 0660   SPACE & ASTROPHYSICS   BARKER, F.J.   Ministry of Defence - Procedural requirements for spacecraft
    1981.07.00

12. 1987   Box 0660   SPACE & ASTROPHYSICS   BARKER, F.J.   Scout Users Manual   1980.02.00


12 CITATIONS SATISFY THE SEARCH REQUEST.

12 CITATIONS WERE SEARCHED.
```

Fig. 40 Listing in archive title order, Rutherford Appleton Laboratory.

```
              RUTHERFORD APPLETON LABORATORY ARCHIVE TITLE ORDER

ASRO primary experiment defination study extensions tasks 1-4   BARKER, P.J.   1974.12.00   APPLETON  SATELLITES
HSD-TP-7506   Box 0660   1987

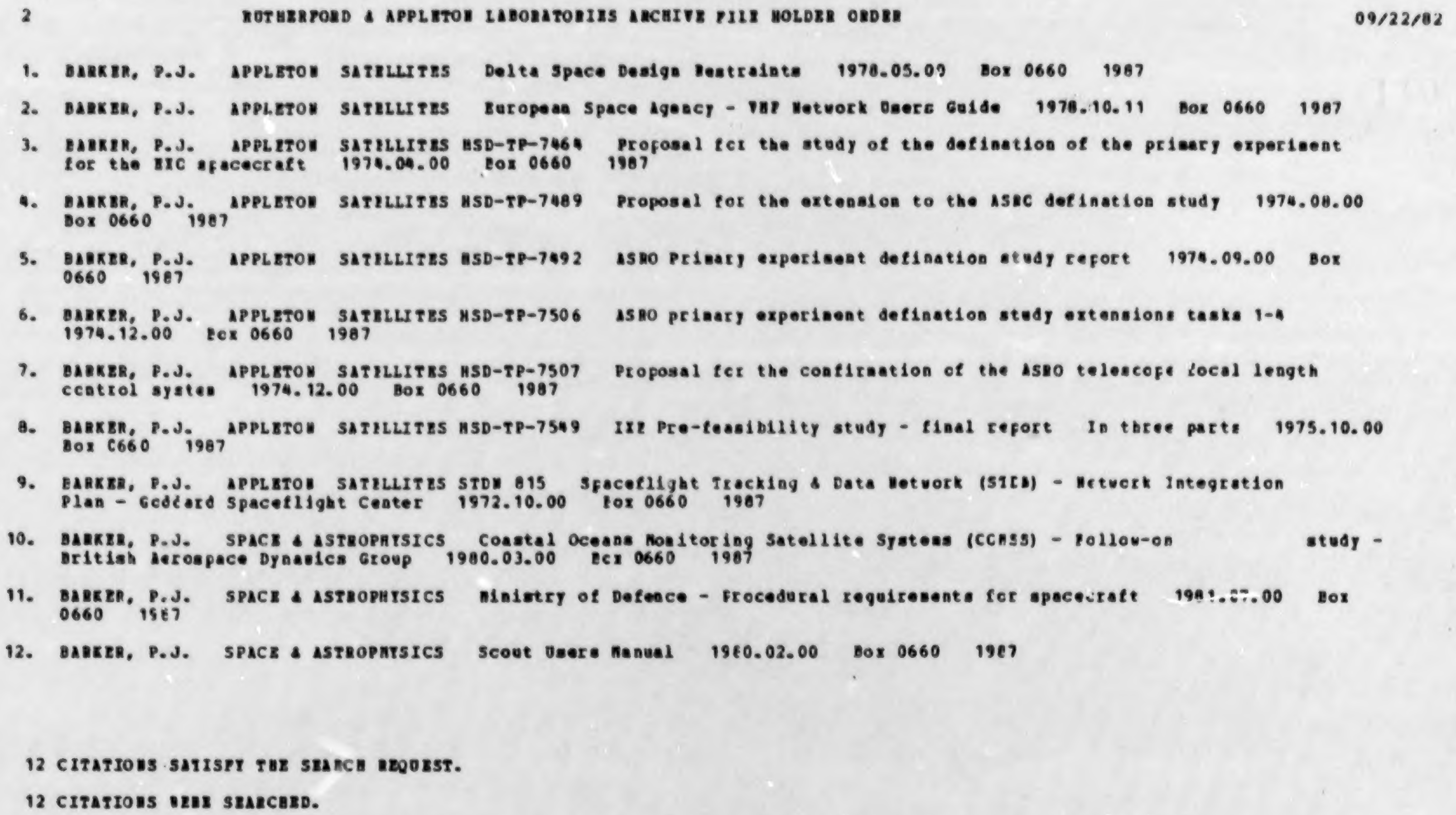
ASRO Primary experiment defination study report   BARKER, P.J.   1974.09.00   APPLETON  SATELLITES HSD-TP-7492   B
0660   1987



CITATIONS SATISFY THE SEARCH REQUEST.

CITATIONS WERE SEARCHED.
```

Fig. 41 Listing in archive file-holder order, Rutherford Appleton Laboratory.



```
2                      RUTHERFORD & APPLETON LABORATORIES ARCHIVE FILE HOLDER ORDER                              09/22/82

 1.  BARKER, P.J.   APPLETON  SATELLITES   Delta Space Design Restraints   1978.05.00   Box 0660   1987

 2.  BARKER, P.J.   APPLETON  SATELLITES   European Space Agency - VHF Network Users Guide   1978.10.11   Box 0660   1987

 3.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7464   Proposal for the study of the defination of the primary experiment
     for the EIC spacecraft   1974.04.00   Box 0660   1987

 4.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7489   Proposal for the extension to the ASRC defination study   1974.08.00
     Box 0660   1987

 5.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7492   ASRO Primary experiment defination study report   1974.09.00   Box
     0660   1987

 6.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7506   ASRO primary experiment defination study extensions tasks 1-4
     1974.12.00   Box 0660   1987

 7.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7507   Proposal for the confirmation of the ASRO telescope focal length
     control system   1974.12.00   Box 0660   1987

 8.  BARKER, P.J.   APPLETON  SATELLITES HSD-TP-7549   IUE Pre-feasibility study - final report   In three parts   1975.10.00
     Box 0660   1987

 9.  BARKER, P.J.   APPLETON  SATELLITES STDN 815   Spaceflight Tracking & Data Network (STDN) - Network Integration
     Plan - Goddard Spaceflight Center   1972.10.00   Box 0660   1987

10.  BARKER, P.J.   SPACE & ASTROPHYSICS   Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on          study -
     British Aerospace Dynamics Group   1980.03.00   Box 0660   1987

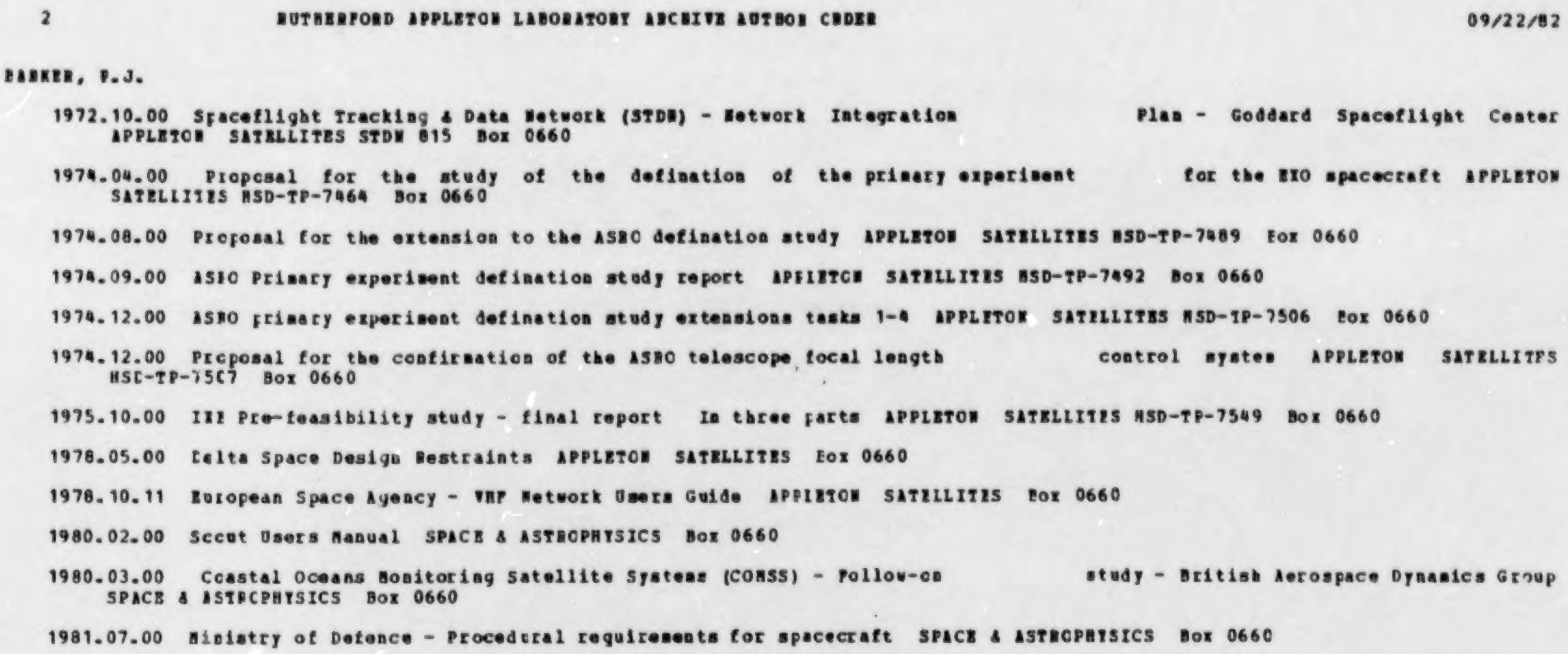
11.  BARKER, P.J.   SPACE & ASTROPHYSICS   Ministry of Defence - Procedural requirements for spacecraft   19[illegible].00   Box
     0660   1987

12.  BARKER, P.J.   SPACE & ASTROPHYSICS   Scout Users Manual   1980.02.00   Box 0660   1987


12 CITATIONS SATISFY THE SEARCH REQUEST.

12 CITATIONS WERE SEARCHED.
```

Fig. 42 Listing in archive author order, Rutherford Appleton Laboratory.



2 RUTHERFORD APPLETON LABORATORY ARCHIVE AUTHOR ORDER 09/22/82

BARKER, P.J.

1972.10.00 Spaceflight Tracking & Data Network (STDN) - Network Integration Plan - Goddard Spaceflight Center APPLETON SATELLITES STDN 815 Box 0660

1974.04.00 Proposal for the study of the defination of the primary experiment for the EXO spacecraft APPLETON SATELLITES HSD-TP-7464 Box 0660

1974.08.00 Proposal for the extension to the ASRO defination study APPLETON SATELLITES HSD-TP-7489 Box 0660

1974.09.00 ASRO Primary experiment defination study report APPLETON SATELLITES HSD-TP-7492 Box 0660

1974.12.00 ASRO primary experiment defination study extensions tasks 1-4 APPLETON SATELLITES HSD-TP-7506 Box 0660

1974.12.00 Proposal for the confirmation of the ASRO telescope focal length control system APPLETON SATELLITES HSD-TP-7507 Box 0660

1975.10.00 III Pre-feasibility study - final report In three parts APPLETON SATELLITES HSD-TP-7549 Box 0660

1978.05.00 Delta Space Design Restraints APPLETON SATELLITES Box 0660

1978.10.11 European Space Agency - VHF Network Users Guide APPLETON SATELLITES Box 0660

1980.02.00 Scout Users Manual SPACE & ASTROPHYSICS Box 0660

1980.03.00 Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on study - British Aerospace Dynamics Group SPACE & ASTROPHYSICS Box 0660

1981.07.00 Ministry of Defence - Procedural requirements for spacecraft SPACE & ASTROPHYSICS Box 0660

Fig. 43 KWIC index on file titles, Rutherford Appleton Laboratory.

```
 7                     RUTHERFORD APPLETON LABORATORY ARCHIVE KWIC INDEX ON THE TITLES                    09/22/82

10       Systems (COMSS) - Follow-on          study - British Aerospace Dynamics Group

 2                                             European Space Agency - VHF Network Users Guide

 4                          Proposal for the extension to the ASRO defination study
 6                                                            ASRO primary experiment defination study extensions tasks 1-4
 5                                                            ASRO Primary experiment defination study report
 7                       Proposal for the confirmation of the ASRO telescope focal length          control system

10       tellite Systems (COMSS) - Follow-on          study - British Aerospace Dynamics Group

10                                                            Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on

10                Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on          study - British Aerospace Dynamics

 7                                           Proposal for the confirmation of the ASRO telescope focal length          control

 7     firmation of the ASRO telescope focal length          control system

11                                                Ministry of Defence - Procedural requirements for spacecraft

 3                              Proposal for the study of the defination of the primary experiment         for the EXO spacecra
 4                     Proposal for the extension to the ASRO defination study
 6                                    ASRO primary experiment defination study extensions tasks 1-4
 5                                    ASRO Primary experiment defination study report

 1                                                            Delta Space Design Restraints

10       CMSS) - Follow-on          study - British Aerospace Dynamics Group

 2                                                            European Space Agency - VHF Network Users Guide

 3    e defination of the primary experiment         for the EXO spacecraft

 3     roposal for the study of the defination of the primary experiment         for the EXO spacecraft
 6                                               ASRO primary experiment defination study extensions tasks 1-4
 5                                               ASRO Primary experiment defination study report

 4                                           Proposal for the extension to the ASRO defination study

 6                   ASRO primary experiment defination study extensions tasks 1-4

 7        Proposal for the confirmation of the ASRO telescope focal length          control system

10      Coastal Oceans Monitoring Satellite Systems (COMSS) - Follow-on          study - British Aerospace Dynamics Group

 9       Network (STDN) - Network Integration          Plan - Goddard Spaceflight Center

 2                  European Space Agency - VHF Network Users Guide

 9       Spaceflight Tracking & Data Network (STDN) - Network Integration          Plan - Goddard Spaceflight Center

 8                                                            IXB Pre-feasibility study - final report   In three parts
```

L	Location

[The following fields were once provided but are no longer used]

N	Notes
X	Free text qualifiers for index terms
K	Subject
P	Publishing groups or place of origin.

Output is provided in seven forms:

1) Archive identification order
2) Archive start date order
3) End (review) date order
4) Title order
5) file-holder (depositor) order
6) Author order
7) KWIC index on titles.

These are illustrated in Figs.37-43.

Some difficulties have been experienced with the adaptation of FAMULUS to the needs of the archive department. The system as it is used at present is relatively expensive in disk memory space, since empty fields are represented by fillers. There are constraints in the EDIT program: data can be added at the end of a field but not at the beginning unless the item is retyped. Fields cannot be deleted without emtering an empty field as a replacement. When an edit occurs and a record is deleted, all machine-generated identification numbers are changed. These problems could of course be removed by further programming work. A more serious difficulty, and one which derives from the planning of the archival description and its data structure, is that FAMULUS's powerful search facilities cannot be fully used on the data as it stands (it would have operated mainly on the X field).

The possibility of transferring to STATUS is being investigated.

The above information appeared to be correct at the time of the survey. However we understand that plans have now been revised.

ST JOHN'S COLLEGE, CAMBRIDGE

A published account of this system is by Underwood (1979), and a description was also given at the Society of Archivists' in-service course in July 1982. The hardware is the IBM 3081 at the University of Cambridge. Input is by VDU directly linked to the computer from the Literary and Linguistic Computing Centre. The software is the GOSLING subset of GOS.

Considerable planning effort was given to an analysis of the problems of archival management and description, and this forms a more important aspect of the system than the technical aspects. The system is designed to control archives which could not be easily sorted, which needed to be described at varying degrees of depth, and which were partly unlisted. Fig.44 gives an example of a completed input form, showing the data structure:

Field label	Contents
Sequence no	Unique identifier: proof listings are in the order of this number. Subsequently used as a means of reference to the data sheet, (which may have been used to pick out references to inidividual documents or series).
Refer to	Cross-reference linking archival references of individual items or batches of items.
Piece no	Archival reference code.
Class(es)	Document type or subject. Provenance is given in the case of newly added material.
A number of single-character code fields to give details of location, physical form, condition and other details, all of which may serve for retrieval on a search.	
Date(s)	Year, month, day. A second date gives the span. Allocated spaces allow for doubtful,approximate and scattered dates.
Accession	Date the document was received in the archives.
Keyword(s)	In practice, free text description, with keywords tagged. Keyword strings or phrases must be linked by '+'. A permitted vocabulary is being compiled.

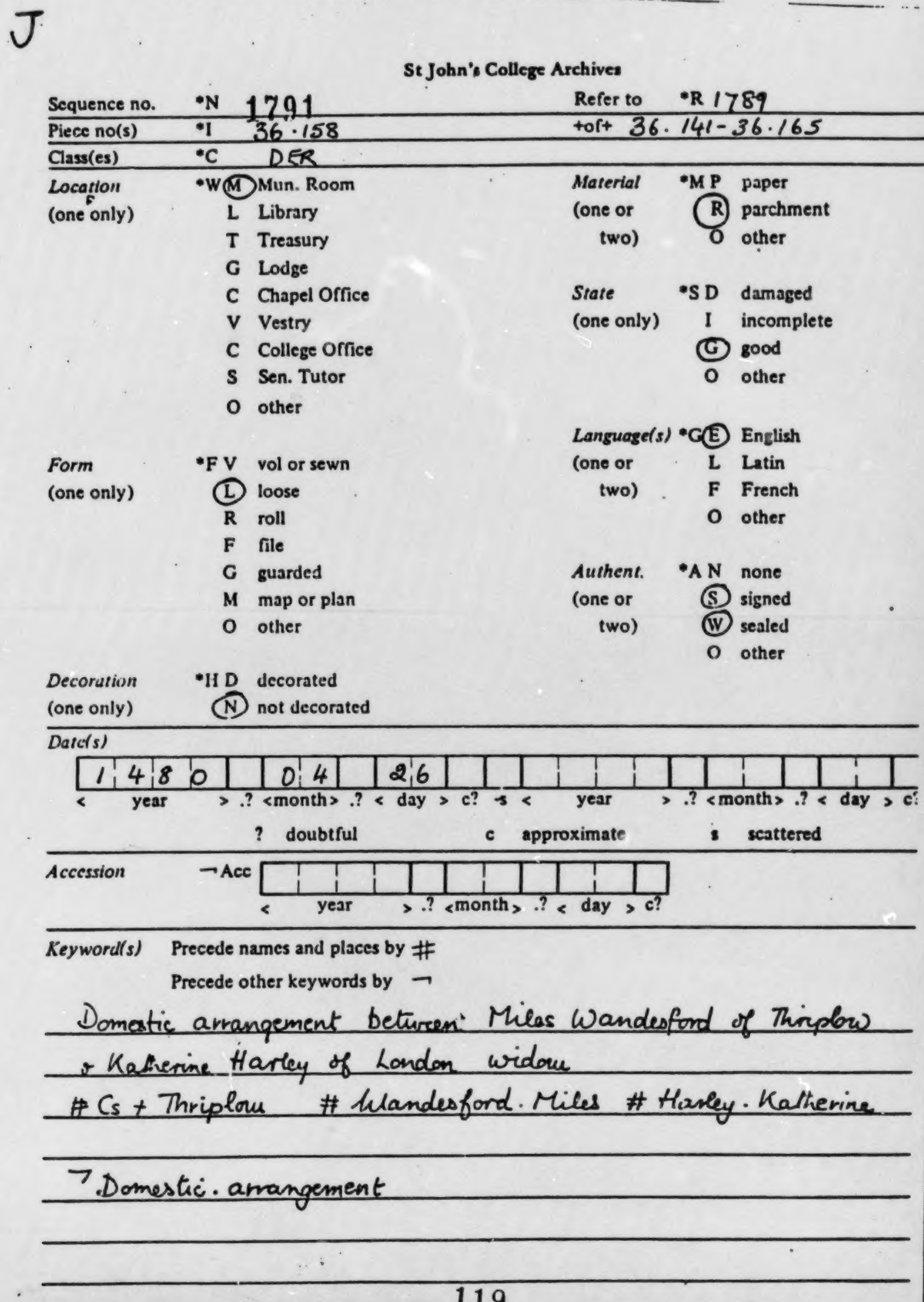
Searching is possible on any field or combination of fields. A printout can be ordered by a sort on any field, items being arranged chronologically within the selected term. On-line searches are not possible at present, except indirectly through the computing centre. A facility for ordering special printout in response to specific requests by readers is desired. Basic archival control is achieved through general printouts in reference and other orders. An additional feature is that the data input forms are a useful hard-copy finding aid, to which printout indexes refer.

The system has been running satisfactorily since 1977, and though it has several rather individual features, it clearly suffices to support the archives services of the college, and presents an interesting example of a system which relies on searching and indexing facilities to improve archival access.

SOUTHAMPTON UNIVERSITY LIBRARY

This university determined to develop a computer application when it became known that it was to be the repository of the Wellington archives. No decision has yet been taken on the software to be used (STATUS is being considered), but a data structure has been worked out to which the programming will have to conform.

Fig. 44 Completed input form, St.John's College, Cambridge.



J

St John's College Archives

Sequence no. *N 1791 — Refer to *R 1789
Piece no(s) *I 36.158 — +of+ 36.141-36.165
Class(es) *C DER

Location (one only) *W
[✓ M] Mun. Room
L Library
T Treasury
G Lodge
C Chapel Office
V Vestry
C College Office
S Sen. Tutor
O other

Material (one or two) *M
P paper
[✓ R] parchment
O other

State (one only) *S
D damaged
I incomplete
[✓ G] good
O other

Language(s) (one or two) *G
[✓ E] English
L Latin
F French
O other

Form (one only) *F
V vol or sewn
[✓ L] loose
R roll
F file
G guarded
M map or plan
O other

Authent. (one or two) *A
N none
[✓ S] signed
[✓ W] sealed
O other

Decoration (one only) *H
D decorated
[✓ N] not decorated

Date(s)

1 4 8 0 | | 0 4 | | 2 6 | | | | | | |
< year > .? <month> .? < day > c? -s < year > .? <month> .? < day > c?

? doubtful c approximate s scattered

Accession ¬Acc
< year > .? <month> .? < day > c?

Keyword(s) Precede names and places by #
Precede other keywords by ¬

Domestic arrangement between Miles Wandesford of Thriplow
& Katherine Harley of London widow
# Cs + Thriplow # Wandesford. Miles # Harley. Katherine

¬.Domestic. arrangement

Supplementary information on

The size of the final data base is estimated at between 100,000 and 150,000 records, with possible further growth. The rate of input of data is expected to be between 1 and 2 million characters per month. Other limitations which have been established are that the maximum record size is 200,000 characters, and minimum 9 characters (the serial number). An average record size might be 800 characters.

Records are to contain 7 fields:

1. Management information.

9 subfields cover serial number (compulsory and unique); accession information; security information (automatic suppression of records in certain access categories); details on use and access (eg date of availability); conservation data; location; copyright data; file references for correspondence on the record; availability of photocopies.

2. Document reference (linked to field 6 for output).
3. Contents and history of the document (or group of documents/general introduction). Narrative entry will provide for tagged index terms.
4. Physical description.
5. Footnotes to fields 2-4.
6. Index terms.

There will be an average of 10-30 terms per record, each term (string) to be between 7 and 480 characters. Terms will be coded 4-7 to provide different forms of index:

4	personal and placename
5	personal name and subject string
6	place name and subject string
7	personal name,place name,subject string.

Additionally, cross-references are coded with an initial 0. Further specifications for the selection of indexes include a separate file for inputting general cross references; these will appear in field 3 and may exceed 480 characters. Index strings may be multiple: examples given include personal/place names and date range. The system will automatically provide page references. Single or merged indexes are possible. Thought has been given to specifying the filing rules for alphabetical sorting (BLAISE).

7. Interim sorting reference: to assist final sorting or rearrangement.

Output is to be in upper and lower case with an extensive character set, including Greek letters.

On-line access to the file is required, using three dedicated VDU's. All data processing is to be done by the archives staff. Readers have access to fields 2-5 and to a processed version of 6, and of course the data base is write-protected when being accessed by readers. Full screen editing is available to the staff. Free text searching with Boolean operators, stop list and thesaurus, and a report file provides a very flexible means of access.

For data input there will be formatted screens and prompts, and a number of programmed keys. Some of these will be used to generate production data.

There are specifications for hard copy output including microfiche, and paper updates on request and at monthly, and three-monthly intervals. Hard copy output should be formatted by the system and be to publishing standard.

This system specification is the most elaborate encountered by the survey, and if it can be matched by appropriate software will certainly provide the most advanced package in use anywhere. However it may prove that the program development required to meet these standards will be costly in time.

TYNE AND WEAR COUNTY ARCHIVES SERVICE

This system, ARMS, was described by Butler and Nicholson (1979), and by Cook(1980). A description was also offered by D.Butler in 1982 to the Business Archives Council.

Recent developments include the transfer from an ICL 1900 series computer to one in the 2900 series, although it appears that this has not involved any reprogramming. The archives service has thought of seeking to acquire a dedicated terminal, but at present considers that a valid and cost-effective case for this would depend on the implementation of a searching facility using real-time access.

The possibility exists for linking ARMS to a new system for archival description. The service is aware that they have demonstrated the advantages of a carefully developed tailor-made package, and would wish to follow a similar course with the archives. No development work has been done as yet. Meanwhile, ARMS is an excellent system for records management, which has now been in operation for several years.

WARWICK UNIVERSITY, MODERN RECORDS CENTRE

The University Library at Warwick has access to a Burroughs B6700 and to three software packages, FAMULUS, KM and various Burroughs file handling utilities. Operational from 1980, the Modern Records Centre system was developed by a library programmer and supported by the University Computing Centre. Apart from some minor housekeeping purposes, the application covers two main projects:

1) An indexed list of the British Employers' Federation archive, covering some 4000 documentary files.
2) An index to businessmen's obituaries in the CBI Predecessor archive.

Staffing support is provided in the form of an extra archivist under limited-term contract.

In project (1) the archivist enters data onto standard ICL input stationery (squared paper with field delimiters). The BEC archive grew up from a strong centralised registry, and it is possible to use the original documentary file numbers for identification. Access to the computer is by batch mode in three-monthly cycles using temporary clerical assistance from the library. Recently data preparation has been speeded up by using a Superbrain micro-computer, which has a useful screen editing facility. Validation can now be done on this machine before sending the data in to the mainframe. The package used here is FAMULUS, the data structure using only 7 fields:

Field label	Contents
NUMB	Archival reference code
DATE	Covering dates
DESC	Free text description
SUBJ	Terms for the thesaurus-controlled subject index
CORR	Lists names of organisations related to the documentary file; there are MRC rules of listing.
ANNO	Administrative information: e.g. states if papers are misfiled or unconnected with each other.
DUMA DUMB	These are dummy fields to allow for future additional material.

Indexing is done on SUBJ and CORR fields, though at present indexes have only been run on a pilot project covering 25 documentary files.

Initial data input was completed late in 1982. There will be a final editing, and the first proof indexes will then be printed out. The system uses upper and lower case characters, and has provision for variable length fields which can nevertheless be output in formatted blocks. Disk storage space has been reduced by improvements to the internal handling of data.

Fig.45 is a specimen proof listing.

Project (2) also uses the Superbrain for data entry. In this case the package used is KM, a file manipulation program developed in New Zealand. It can merge columns from different files, shift column ranges around, and interweave records from different files. No more than 255 characters are allowed for each record. This allows the obituaries to be indexed under personal names (Fig.46) and also under firms and trade associations.

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Fig. 45 Proof listing, Modern Records Centre, Warwick University.

*Project

```
NUMB MSS 200/B/3/2/C1219 pt.B1
TITL ILO. Governing Bod. Meeting. Geneva, 1957
DATE 1957 Mar
DESC Minutes
SUBJ International Organisations
CORR International Labour Office
ANNO
DUMA
DUMB

NUMB MSS 200/B/3/2/C1219 pt.B2
TITL ILO. Committee to Review Conferences and Meetings
DATE 1957 Mar
DESC Report
SUBJ International Organisations
CORR International Labour Office
ANNO
DUMA
DUMB

NUMB MSS 200/B/3/2/C1220 pt.1
TITL Safety Conference. Eastbourne, 1957
DATE 1957 Jan-1957 May
DESC Corres. re conference arrangements
SUBJ Health and Safety
CORR
ANNO
DUMA

NUMB MSS 200/B/3/2/C1220 pt.2
TITL Safety Conference. Eastbourne, 1957
DATE 1957 May-1957 Jul
DESC Corres.; circulars
SUBJ Health and Safety
CORR
ANNO
DUMA
DUMB

NUMB MSS 200/B/3/2/C1220 pt.B
TITL Safety Conference. Eastbourne, 1957
DATE 1957 May-1957 Aug
DESC Report; corres.
SUBJ Health and Safety
CORR
ANNO
DUMA
DUMB

NUMB MSS 200/B/3/2/C1221
TITL Pension Schemes for Manual Workers
DATE 1954 Dec-1957 Dec
DESC Corres.; pr. miscallanea incl. private firms' schemes; answe
r to question
     re issued by the Crucible Steel Makers' Association
SUBJ Pensions; Manual Workers
```

UNIVERSITY of WARWICK LIBRARY
Modern Records Centre

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Fig. 46 Index of obituaries, Modern Records Centre, Warwick University.

"Project 2"

Hipwood, Sir C	N.U.M. Director	N/4/3/28/p647
Holcroft, H	Holcroft Thomas & Sons	N/4/3/45/Jun p1
Hollinsworth, J F	Beckett Alfred & Sons	N/4/3/35/Jun p7
Holt, Miss L	N.U.M. Executive	N/4/3/11/p989
Howitt, W A	Austin Motor Co	N/4/3/41/Apr p2
Howse, T	Howse Thomas	N/4/3/13/p1357
Hubbard, W	N.U.M. Jnl.	N/4/3/33/Mar p
Humphry, W F	Walsall Lithographic Co	N/4/3/34/Mar p2
Hunt, J A H	Hunt, John A Harry	N/4/3/11/p968
Hurst, A E	N.U.M. Executive	N/4/3/28/p731
Iles, C H	Clarke T & C	N/4/3/15/p1768
Imhof, A G	Imhof, Alfred	N/4/3/45/Oct p3
Jack, J W	Ingram Brothers (Glasgow)	N/4/3/43/Nov p4
Jackson, F T	Telephone Mnftrs, The	N/4/3/41/Sep p2
Jacob, A E	Jacob W & R (Liverpool)	N/4/3/11/p921
Jager, G H	Jager George & Son	N/4/3/36/Mar p3
Jarvis, Sir A A	Armstrong Whitworth (Metal Ind.)	N/4/3//47/Mar p
Jenkins, L C W	Wright John & Sons (Veneers)	N/4/3/42/Apr p5
Johnson, A G	Manufacturing JB Co (Cabinets)	N/4/3/12/p1186
Jones, R H	Jones & Foster	N/4/3/35/Feb p1
Keen, F W	Guest, Keen & Nettlefolds	N/4/3/15/p1768
Kemp, J D	Kemp James A & Co	N/4/3/34/Oct p2
Kenrick, A W	Kenrick Archibald & Sons	N/4/3/45/Oct p3
Killik, W E	Winsor & Newton	N/4/3/7/p161
King, J E	King John & Co (Leeds)	N/4/3/41/Sep p2
Knowles, W	Wright, Brindley & Gell	N/4/3/45/Nov p2
Krause, J	Krause J & Son	N/4/3/12/p1165
Lawrence, Sir J	Linotype & Machinery	N/4/3/1/p335
Lee, F W	N.U.M. Executive	N/4/3/38/Jul p4
Lemon , A S	Castle Engraving Co	N/4/3/42/May p3
Letch, Sir R	British Transport Commission	N/4/3/44/Aug p2
Levick, H S	Swift Levick & Sons	N/4/3/34/Dec p2
Lindley, R H N	Lindley C & Co	N/4/3/10/p853
Locke, F W	Midland Coil Winding Co	N/4/3/36/Oct p
Long, W B	Gas, Light & Coke Co	N/4/3/1/p2
Lyle, F D	Lyle John & Co	N/4/3/46/Jun p3
Lyle, Lord	Tate & Lyle	N/4/3/36/Apr p3
Lynch, J	N.U.M. Executive	N/4/3/15/p1684
Lynch, Mrs. J	N.U.M. Executive	N/4/3/10/p683
McArthur, A W C	Henley's W T Telegraph Works Co	N/4/3/43/Mar p6
Mace, J A	Harris Plating Works	N/4/3/41/Jan p2
McFadd, J	United Chemical Engraving Co	N/4/3/42/Feb p3
McIvor, R C	McIvor R & Sons	N/4/3/40/Jan p3
Mackintosh, J	Mackintosh John	N/4/3/1/p371
Macnaughton, J	Craig Robert & Sons	N/4/3/7/p63
Markland, J E	Pickford, Holland & Co	N/4/3/34/May p7
Mars, W J	Mars, William & Son	N/4/3/5/p175
Marsden H S	Marsden Joseph & Sons	N/4/3/32/Sep p
Marsh, H	Marsh & Baxter	N/4/3/14/p1586
Marshall, F R	Wilson, J & W	N/4/3/44/Jan p3
Marshall, H J	Marshall, Sons & Co	N/4/3/11/p968
Martindale, W H	Martindale W	N/4/3/15/p1768
Mason, F T	Repetition Wood Turning Co	N/4/3/47/May p3
Mather, F F	Wilson Brothers & Howat D G & Co	N/4/3/35/Dec p1
Mathews, R L	Turney W & J & Co	N/4/3/13/p1458
Maurice, A F N	Energen Foods Co	N/4/3/37/May p2
Maw, H T	Maw, S. Son & Sons	N/4/3/7/p63
Mee, J J	Hamilton Carhartt	N/4/3/44/Mar p
Melchett, Lord A	Imperial Chemical Industries	N/4/3/13/p1321
Mills, W	Brook Motors	N/4/3/37/Jan p1

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Burroughs file handling facilities are used for housekeeping purposes. The office stores and updates the mailing list for recipients of annual reports and twice-yearly information bulletins. There are about a thousand addresses in the file. The job is maintained by a library assistant who ensures that the bulletins are ready to be sent out, and address labels produced by the system are correctly allocated.

Future developments are concentrated on providing for user needs. A series of predictable searches will be run on the BEC archive and the printout kept in the searchroom. It is not expected that there will be on-line search facilities, though this remains a technical possibility, both for users on campus and for those with access to MIDNET. Lists will be published on microfiche.

WEST SUSSEX COUNTY RECORD OFFICE

This office has introduced a system to automate the production of a published microfiche catalogue of 12,000 probate inventories from the Chichester episcopal archives, 1521-1834. Technical support was received from an academic researcher, Dr Evan Davies, who arranged for input and processing at the University of Oxford. A program originally used for soil analysis was then adapted by Mr J.Paine and Dr D.Field of the Department of Agricultural Science at Oxford, with some assistance from the Agricultural Research Council. In effect, programming was provided by the user, with the co-operation of the record office.

The data structure provides for one-line entries for each record, with seven fields:

Field label	Contents
Parish/document no	Each parish was given a number between 001 and 250, these codes being already available in the record office. Item numbers up to 3 characters then follow. Unidentified parishes are coded 999.
Surname	Spelt as in original. Cross-referenced where this was not the main term.
Christian name	As above.
Inventory date	NS dates allocated before 1752.
Occupation	Terms standardised, long descriptions shortened.
Money	Given in & s d.
Will reference	Disparate references caused some problems.

Output was in the form of sorts on five fields:
1) A listing in order of parish/document; secondary sorting in chronological order in the format of the original WSRO type-

script.
2) A listing of surnames, secondary sorting in chronological order. Surnames were taken in standardised form; under each main term names are sorted by Christian name and then chronologically (in this case using the orginal spelling). Where two surnames were identical, secondary sorting was under Christian names.
3) A listing in date order, secondary sorting alphabetical. Undated documents placed at the end of the run.
4) A sorting by the value of the estate, secondary listing in chronological order.
5) A listing of occupations, secondary sort chronological. This listing is available in printout but not in microfiche.

Examples are in Figs.47-48.

The master file was produced by RHM Centre, Harlow, Essex, and the published fiche by Micromedia Ltd, Bicester, Oxfordshire. The material in its present form was eventually produced by the Holywell Press Ltd, Oxford, in 1981, and is available in a compact pocket-sized booklet of 24 introductory pages and 4 microfiches in envelopes. The publication appears under the imprint of 'The Noble Impress'.

The whole project took two years to produce and the cost of the operation amounted to about &2000. This figure of course conceals much work carried out for the record office by friends as an experiment, and as an aid to research. A proposal to process the index of wills in the same way was abandoned after a more realistic price of &8000 was quoted for the operation.

Fig. 47 List of occupations, West Sussex Record Office.

OCCUPATIONS WORDCOUNT IN FOR AND ALPHABET ORDER

ALEKEEPER	for Alekeep, Alekeepr.
APOTHECARY	for Apothery
BACHELOR	for Bachelr, Batchlr, Bachelolabourer, [Bachelr], [Bachel], [Bachlr]
BAKER	
BARBER	for [Barber]
BARGEMAN	
BASKETMAKER	for Basktmkr, [Basket]
BELLOWMAKER	for Belowmkr
BLACKSMITH	for Blacksm, Blacksmt, Blacksth, Blksmith, Bsmith, [Blksmh], [Blksmt], [Bsmith]
BODICEMAKER	for Bodicemk, Bodicemkr
BOOKSELLER	for Booksell
BRAZIER	for Brasier, Brasyer
BREWER	
BRICKBURNER	for Brickbur
BRICKLAYER	for Bricklr, Bricklyr
BRICKMAKER	for Brickmkr
BUCKETMAKER	for Bcketmkr, Bucktmkr
BUTCHER	
CARPENTER	for Carpentr,]carpen]
CARRIER	
CHANDLER	for Tallow, Tchandlr
CHAIRMAN	
CLEAVER	
CLERK	for [Clerk]
CLOCKMAKER	for Clockmkr, Clckmkr
CLOCKSMITH	for Clocksmh
CLOTHIER	for]Clothr],]Cothir]
CLOTHWORKER	for Clothwkr
COACHMAN	
COLLIER	
COLLARMAKER	for Collrmkr
COOK	
COOPER	for Copper
CORDWAINER	for Cord, Cordiner, Cordwain, Cordwanr, Cordwinr, Cordwndr, Cordwnr
COVERMAKER	for Covermkr, Coverwvr.
CURATE	
CURRIER	for Curryer, Leatherd
CUSTOMSMAN	for Custhoof, Custom, Riding, Ringofcr
CUTLER	
DISTILLER	for Distillr
DOCTOR	
DRAPER	for [Draper]
DYER	
ESQUIRE	
FARMER	for Farner
FARRIER	
FELLMONGER	for Fellmngr, Fellmong, Fellmonr
FELTMAKER	for Feltmkr
FERRYMAN	
FISHERMAN	for Fishermn, Fishrman, [Fahrmn]
FLAXDRESSER	for Flaxdres, Flaxdrsr
FOREMAN	
FREEMASON	for Freemasn
FULLER	

Fig. 48 Inventories under parish, West Sussex Record Office.

(001) ALDINGBOURNE INVENTORIES, 1614-1781: [EP I/29/1]

001/001	BIGGS	THOMAS	19. 5.1614	WEAVER	£	9. 4. 1	B. DEAN 14
001/002	LELIET	CHRISTIAN	26. 5.1614		£	5.10. 0	STC III/F F.30
001/003	SIMMONS	EDWARD	30. 1.1615		£	27. 9. 4	
001/004	CADE	ANN	1. 4.1619	WIDOW	£	15. 0.10	STC I/16 F.158
001/005	[ ]	JOHN	8. 6.1619		£	212.13. 3	
001/006	SKARLE	THOMAS	5. 1.1620	HUSBANDMAN	£	25.14. 4	STC I/16 F.93
001/007	TRATT	WILLIAM	15. 2.1621	HUSBANDMAN	£	154.14. 4	STC I/16 F.204
001/008	SMITH	WILLIAM	17. 3.1621		£	27. 4.10	
001/009	GRAY	ROBERT	7. 7.1622	HUSBANDMAN	£	29.11. 8	B. DEAN 4
001/010	GODMAN	WALTER	14. 8.1623	YEOMAN	£	54.12. 0	B. DEAN 7
001/011	ELSON	ANN	15. 9.1624	WIDOW	£	214. 8. 2	B. DEAN 8
001/012	GRAVES	THOMAS	19. 2.1625		£	21. 0. 0	B. DEAN 10
001/013	TRUSLOWE	WILLIAM	13. 4.1629		£	94.12. 6	STC III/9 F.101
001/014	TROTT	THOMAS	7. 7.1629		£	172.13. 0	STC I/17 F.240
001/015	KNIGHT	ANTHONY	6.11.1629		£	59.19. 6	STC III/G F.120
001/016	WOLFE	JOHN	6. 9.1630		£	84.19. 8	STC I/18 F.22
001/017	FREELAND	JOHN	23. 3.1631		£	34. 8. 4	
001/018	BIGGS	RICHARD	29. 4.1631		£	338. 6. 8	STC I/19 F.93
001/019	STRETT	THOMAS	2. 2.1632		£	17. 0. 0	STC I/18 F.241
001/020	AUSTINE	EDWARD	1. 4.1632	YEOMAN	£	58.10. 2	STC I/18 F.167
001/021	PORTER	ANN	22. 4.1632	WIDOW	£	14.10.10	STC I/18 F.235
001/022	HORSHAM	RICHARD	2. 6.1632		£	132. 9. 8	STC I/18 F.196
001/023	GAWNE	ALAN	.11.1632	GENTLEMAN	£	329. 5. 6	STC III/G F.214
001/024	GRAY	THOMAS	25. 3.1633	HUSBANDMAN	£	25. 0. 0	[STC I/18 F.255]
001/025	ALLEN	JONAS	1. 5.1633	HUSBANDMAN	£	100. 4. 4	STC I/18 F.251
001/026	COLCHIN	STEPHEN	19.10.1633	COOPER	£	54.18. 4	STC I/18 F.276
001/027	TAYLOR	EDWARD	7. .1634	HUSBANDMAN	£	12.13. 4	STC III/G F.273
001/028	THOMPSON	ALAN	17. 6.1634	VICAR	£	119.19. 2	STC I/18 F.328
001/029	BENNETT	JOAN	10. 4.1635	WIDOW	£	47. 0. 0	STC III/H F.2
001/030	BOXALL	ANTHONY	20.11.1635	HUSBANDMAN	£	103. 7. 4	STC III/H F.18
001/031	HOBYNS	THOMAS	18. 2.1637		£	25.17. 0	STC I/19 F.51
001/032	BIGGS	GEORGE	3.10.1637		£	13. 0. 2	STC III/H F.55
001/033	GRANNTHAM	MARGARET	24. 2.1638	WIDOW	£	12.19. 0	STC III/H F.63
001/034	GOFF	JOHN	16. 4.1639	HUSBANDMAN	£	32.18. 3	STC III/H F.110
001/035	TRIMLETT	JOHN	4. 2.1640		£	40. 6. 0	STC III/H F.136
001/036	GITTINS	JOHN	17. 3.1640		£	200.15. 4	STC III/H F.138
001/037	BLUNCKETT	WILLIAM	8. 5.1640		£	6. 9. 6	STC III/H F.143
001/038	SHIRINGTON	THOMAS	18. 5.1640	HUSBANDMAN	£	5.15. 4	STC III/H F.149

APPENDIX II

TABLE OF RETURNS TO QUESTIONNAIRE

KEY TO SUMMARY

REPLY :

L = Computerised system in operation

IC = Intention to computerise in near future

NC = No plans for computerisation

NR = No reply to questionnaire

OBJECTIVE :

1 = Records management

2 = Archives management

3 = Special projects (e.g. large-scale indexes)

4 = Management of machine-readable archives/records

5 = Other applications (e.g. control of conservation processes)

Archives Office	REPLY	OBJECTIVE (where known)	SYSTEM (where known)	VISITED
City of Aberdeen District Archives	NR			
Atomic Energy Research Establishment	IC	1,2,3	STATUS/RECAP	
Bath City	NC			
Birmingham Ref.Lib. Archives Department	IC	2,3	LOCAL	
Bristol City R.O.	IC			
British Antarctic Survey	L	2	GOS	Y
BBC Written Archives Centre	NC			
BBC Records Management Centre	NC			
British Library Department of Manuscripts	IC	2,3	LOCAL + MARC	Y
British Library of Political & Econ. Science	IC	3		
British Petroleum	L	1		
British Steel Corporation	NR			
Bruce Castle Museum	IC	3	GOS	
Bucks. C.R.O.	NC			
Cambs. C.R.O.	NC			
Cheshire C.R.O.	NC			
Chester City R.O.	L	1	LOCAL	Y
Church Missionary Society	NC			
City of London & Hackney Health District	NR			
Clwyd C.R.O.	IC	3		
Contemp.Medical Archives Centre	IC	2,3,5		
Coventry City R.O.	NC			
Cumbria C.R.O.	NC			

Devon C.R.O.	NC			
Dundee District Archives	NC			
Dundee University Library Archives Department	IC	2,3	GOS or PARCH	
Durham C.R.O.	L	1,2	LOCAL	Y
Dyfed Archives Service	L	1	CAR	Y
East Sussex C.R.O.	L	3	PARC	(abandoned 1983)
Essex C.R.O.	IC	2,3		
Geological Soc. of London	NC			
Glasgow University Archives	L	1,2,3,4,5	PARCH	Y
Gloucestershire R.O.	NC			
Greater London R.O.	L	2	GOS	Y
Greater Manchester R.O.	IC	1,2,3,4		
Guildhall Lib. London	IC	3		
Guy's Hospital Archives see GLCRO				
Gwynedd Archives Service	NC			
Hackney Archives Dept.	NR			
Hampshire C.R.O.	IC	2		
Hertfordshire C.R.O.	NR			
House of Lords	L	3	STAIRS	Y (suspended)
I.C.I.	L	1	KWIC	
Imperial College of Science & Technology	L	1,2,3	LOCAL	Y
India Office Library & Records	IC	3,5		
Institute of Electrical Engineering	NR			
Leicestershire C.R.O.	IC	3	LOCAL	
Liverpool University Archives Department	L	1	CMF	Y
London University	NC			
Manchester University Museum	L	2	FAMULUS	Y

Merseyside County Archives Service	IC	1,2,3,4,5	LOCAL	Y
Modern Records Centre, Univ. of Warwick	L	3	FAMULUS	Y
National Lib. of Scotland	NC			
N.M.M.	L	3	GOS	Y
N.R.A.	L	3	LOCAL	Y
Norfolk C.R.O.	NC			
Northamptonshire C.R.O.	NC			
North Western Museum of Science & Education	IC	2	GOS	
Nottingham University Lib. Department of MSS	NC			
Oxford University Archives	IC			
Pilkington Bros. Ltd.	NR			
Portsmouth City R.O.	NC			
Rank Hovis McDougall	IC	1,2,3	CPM	
Reading University Lib.	IC	3		
Rothschild Archives	NC			
Routledge Associates	L	2	LOCAL	
Royal Botanic Gardens, Kew	IC	1,2,5		
Royal College of Surgeons	NR			
Royal Society	NC			
Rutherford Appleton Lab.	L	1,2	FAMULUS	Y
St.John's College, Cambridge	L	3	LOCAL	Y
Salford Archives Centre	NC			
School of Oriental & African Studies	NR			
Science Museum	IC	2		
Society of Friends	NC			
S.H.A. R.O.	L	2,3	SHARP	Y
S.Yorkshire C.R.O.	NC			
Southampton University	L	2,3	LOCAL & MARC	
Staffordshire C.R.O.	NC			

Suffolk C.R.O.	IC	1,3,5	LOCAL	
Surrey C.R.O.	NR			
Sussex University	NC			
Tate Gallery	NC			
Tyne & Wear Archives Dept.	L	1	CAR	Y
University College, London	NC			
Wakefield Dept. of Archives	NR			
Walsall Archives Service	IC	1,3,4		
Warwick C.R.O.	IC	2		
W. Sussex C.R.O.	L	3	LOCAL	Y
W. Yorkshire C.R.O.	NC			
Westminster City Lib.	NC			
Wiltshire C.R.O.	NC			